



## Privacy Policy

**Effective Date:** 26.1.2025

Lighthouse Academy for Educational Consultancy ("we," "our," or "us") is committed to protecting the privacy of our users ("you," "your"). This Privacy Policy outlines how we collect, use, store, and protect your personal information. By using our services or accessing our website, you agree to the terms outlined in this Privacy Policy.

**1. Information We Collect** We may collect the following types of information:

- **Personal Information:** Name, email address, phone number, mailing address, date of birth, and other identifying details.
- **Student Information:** Academic records, assessments, and any information necessary for programme enrolment and delivery.
- **Payment Information:** Billing details for tuition fees, add-on services, and course payments.
- **Usage Data:** Information about your interactions with our website and services, including IP address, browser type, and device information.
- **Media and Images:** Photographs or videos of students taken during Lighthouse Academy activities.

**2. How We Use Your Information** Your information is used for the following purposes:

- To deliver and improve our educational programmes and services.
- To process enrolments, payments, and refunds.
- To communicate important updates regarding programmes, schedules, or policies.
- For marketing purposes, including using student images or media unless a parent or guardian explicitly opts out.
- To comply with legal and regulatory requirements.

**3. Sharing Your Information** We do not sell or rent your personal information. However, we may share your information with:



- **Service Providers:** Third parties who assist in delivering our services (e.g., payment processors or IT support).
- **Legal Authorities:** When required by law or to protect our rights and safety.
- **Partners:** Third-party organisations (e.g., Explore Learning) for educational purposes, with clear boundaries on their use of shared data.

**4. Media and Consent** Photographs or videos of students taken during Lighthouse Academy activities may be used for marketing purposes. Parents or guardians who do not consent to such use must notify us in writing at [info@thelighthouseacademy.org](mailto:info@thelighthouseacademy.org).

**5. Data Security** We implement industry-standard security measures to protect your personal information from unauthorised access, disclosure, alteration, or destruction. These include:

- Secure servers and encrypted data storage.
- Regular software updates and vulnerability assessments.

**6. Retention of Data** We retain personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required by law.

**7. Your Rights** You have the following rights regarding your personal information:

- **Access:** Request a copy of the personal information we hold about you.
- **Correction:** Update or correct inaccurate or incomplete information.
- **Deletion:** Request the deletion of your personal information, subject to legal obligations.
- **Objection:** Opt out of marketing communications or object to specific data processing activities.

To exercise these rights, contact us at [info@thelighthouseacademy.org](mailto:info@thelighthouseacademy.org).



**8. Third-Party Links** Our website or services may contain links to third-party websites. We are not responsible for the privacy practices of these external sites and encourage you to review their privacy policies.

**9. Updates to This Privacy Policy** We may update this Privacy Policy periodically. Changes will be effective upon posting on our website, and we encourage you to review it regularly.

**10. Contact Us** For questions or concerns about this Privacy Policy, please contact us:

- Email: [info@thelighthouseacademy.org](mailto:info@thelighthouseacademy.org)
- Phone: +974 50576945
- Address: Unit 1, Building 3, Street 270, Zone 79, Al Arish Road, Doha, Qatar