

# Privacy Policy

The Kintess school (The School) is committed to protecting the privacy and security of personal information collected through its website and related communications. By accessing or using the School's website and services, users expressly acknowledge and agree to the terms of this Privacy Policy.

## Information Collected

The School may collect:

- Personal identification information (name, email address, phone number, mailing address)
- Student-related information submitted through inquiries or admissions processes
- Communication data (messages, forms, email correspondence)
- Technical data (IP address, browser type, device information)
- Cookies and usage data

The School reserves the right to determine, at its sole discretion, the relevance and necessity of any information collected.

## Methods of Collection

Information is collected through:

- Website forms (contact, admissions, inquiries)
- Direct communications (email, phone)
- Automated technologies such as cookies and analytics tools

Submission of information through any of these methods constitutes voluntary consent to its collection and use as described herein.

## Use of Information

Collected information is used for:

- Admissions and enrollment processing
- Communication with families and prospective families
- Delivery of educational and administrative services
- Internal recordkeeping
- Website improvement and performance analysis
- Ensuring safety and operational integrity

The School reserves the right to use collected information as necessary to protect its legal interests, enforce its policies, and maintain the integrity, safety, and reputation of the School community.

## Student Data Protection

The School handles student information in accordance with applicable federal standards, including the Family Educational Rights and Privacy Act. Educational records are treated as confidential and are not disclosed without appropriate authorization, except where required or permitted by law.

Nothing in this policy shall be construed to limit the School's ability to disclose information when deemed necessary to comply with legal obligations, protect the safety of individuals, or safeguard the School's operations and interests.

## **Children's Privacy**

In compliance with the Children's Online Privacy Protection Act, the School does not knowingly collect personal information from children under the age of 13 without verifiable parental consent.

Parents or guardians submitting information on behalf of a child confirm that they have full legal authority to do so.

## **Data Sharing**

The School does not sell personal information. Information may be shared only when necessary with:

- Trusted service providers supporting School operations
- Legal or regulatory authorities when required
- Third parties with explicit consent

The School retains sole discretion in determining when such sharing is necessary and appropriate.

## **Data Security**

The School implements reasonable administrative and technical safeguards to protect personal information. Access is restricted to authorized individuals.

However, no system can be guaranteed to be fully secure, and the School expressly disclaims liability for unauthorized access beyond its reasonable control.

## **Data Retention**

Information is retained only as long as necessary to fulfill educational, administrative, and legal obligations.

The School reserves the right to retain records for longer periods when required to protect its legal, operational, or institutional interests.

## **Cookies**

The website may use cookies and similar technologies to enhance user experience and analyze performance. Users may adjust browser settings accordingly.

Continued use of the website without modification of browser settings constitutes acceptance of such technologies.

## **External Links**

The School is not responsible for the privacy practices or content of third-party websites.

Access to external links is at the user's own risk.

## **User Rights**

Users may request access to, correction of, or deletion of their personal data, subject to applicable legal limitations.

The School reserves the right to deny or limit such requests where permitted by law or where necessary to protect its legal or operational interests.

## **Policy Updates**

This Privacy Policy may be updated at any time.

The School reserves the right to modify this Policy at its sole discretion without prior notice. Continued use of the website constitutes full acceptance of any modifications.