Privacy Policy for iSkill Academy

Effective Date: [Insert Date]

Welcome to **iSkill Academy** ("we," "our," or "us"). We are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, store, and disclose your data when you access our website, the iSkill App (our LMS), or participate in our courses and services.

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1. Information We Collect

a. Personal Information

- Full Name

- Email Address

- Phone Number

- Country of Residence

- Educational Background

- Payment Information (via secure third-party processors)

- Profile Photo (optional)

- Assessment Submissions and Course Progress

b. Technical Information

- Device Type and Browser

- IP Address

- Log Files (time/date of visits, pages viewed)

- Cookies and Usage Data

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2. How We Use Your Information

We use your data to:

- Register and manage your student account on the iSkill App

- Deliver course content and updates

- Communicate via email, WhatsApp, or in-app messages

- Issue certificates and maintain learning records

- Process payments securely

- Improve our services and personalize your learning experience

- Comply with legal obligations

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3. Sharing of Information

We do **not sell or rent** your personal data. However, we may share information:

- With third-party service providers (e.g., payment processors, email tools) under strict confidentiality

- For certification and external accreditation purposes (if you opt in)

- When required by law, legal process, or regulatory authorities

- In the case of a merger, acquisition, or organizational restructuring (you will be notified)

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4. Data Storage & Security

- Data is stored securely within the iSkill App and trusted cloud platforms

- We use industry-standard encryption, access control, and backups

- Staff and instructors are trained on data protection best practices

- Your passwords are encrypted and never visible to us

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5. Your Rights

You have the right to:

- Access, correct, or delete your personal data

- Withdraw consent at any time

- Request a copy of your data

- Lodge a complaint with a data protection authority

For such requests, contact us at: **privacy@iskillacademy.com**

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6. Cookies and Tracking

We use cookies to:

- Improve website and app functionality

- Analyze traffic and user behavior

- Store your preferences and session information

You can disable cookies in your browser settings; however, this may affect some features.

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7. Children's Privacy

Our services are not directed to individuals under the age of 13. We do not knowingly collect personal data from children. If you believe we have inadvertently collected such data, please contact us immediately.

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8. Third-Party Links

Our website and app may contain links to third-party sites (e.g., YouTube, Zoom, GitHub). We are not responsible for the privacy practices of those sites and encourage you to read their privacy policies.

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9. Changes to This Policy

We may update this Privacy Policy occasionally. Any changes will be posted on this page with an updated "Effective Date." If material changes occur, we will notify users via email or app notification.

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10. Contact Us

If you have any questions or concerns about this Privacy Policy, please contact:

iSkill Academy
✉ Email: **privacy@iskillacademy.com**
🌐 Website: www.iskillacademy.com