

Privacy Policy

Luminara Academy is committed to protecting the privacy and security of personal information of our participants and their families. This policy outlines the types of information we collect, how it's used, and the steps we take to ensure your personal information is handled appropriately.

1. Collection of Personal Information

1.1 *Types of Information that May be Collected:*

- **Contact Information:** Name, address, email, and phone number.
- **Demographic Information:** Age, education level, occupation.
- **Payment Information:** Credit/debit card details and billing address (Note: Payment details are processed by a secure third-party service provider and not stored by the academy).

1.2 *Methods of Collection:*

Information is collected through the enrollment form, correspondence, and as part of the ongoing administration of the program.

Privacy Policy (cont'd)

2. Use of Personal Information

2.1 Purposes:

- To process registrations and payments for the Essential Life Skills Program.
- To communicate with participants about program details, updates, and other relevant information.
- For program administration and internal record keeping.
- To comply with legal obligations.

3. Disclosure of Personal Information

3.1 *Sharing and Disclosure:*

- Personal information will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without consent, other than for the express purpose of delivering the purchased service.
- We may disclose information when legally compelled to do so.

4. Protection of Personal Information

4.1 *Security Measures:*

- We implement a variety of security measures to maintain the safety of personal information.
- Our website is scanned on a regular basis for security holes and known vulnerabilities.

Privacy Policy (cont'd)

4.2 Data Retention:

- Personal information is retained only as long as necessary for the fulfillment of the purposes for which it was collected, or as required by law.

5. Access and Correction

5.1 Rights of Participants:

- Participants have the right to access, update, or delete their personal information at any time.
- Requests for access or correction should be directed to the academy's designated privacy officer.

6. Changes to This Privacy Policy

6.1 Amendments:

Luminara Academy reserves the right to update this privacy policy at any time. When updated, the revision date will be amended.

7. Contacting Us

If there are any questions regarding this privacy policy or the handling of personal information, please reach out to contact@luminaraacademy.com

Updated: January 2024