

## Privacy Policy

Kindle Kids International School's Privacy Policy.

Your privacy is important, and we respect your privacy regarding any information we may collect from you either from our website, [www.kindlekids.sg](http://www.kindlekids.sg) or in physical form.

### 1. Information we collect

We may collect and process the following information in electronic and/or physical form from you when registering your child with us for enrolment, signing up for activities, seeking employment or submitting an enquiry via the website or any other channels:

- Name
- Residential status
- Date of Birth
- Phone/Hand phone number
- Home/Mailing address
- Email address
- Work address
- Payment information
- Social media profiles

If you contact us, we may keep a record of the correspondence. We may keep a record of any transactions you carry out through the Site or otherwise.

### 2. Confidentiality of login ID and password

You agree to be responsible for maintaining the confidentiality of your password and user name for the intranet. You agree to notify us immediately at [admin@kindlekids.sg](mailto:admin@kindlekids.sg) of any unauthorised use of your user name and password.

### 3. Usage of information

We use the information collected in the following ways:

- For registering your application.
- For providing you with information, where you have given a consent to be contacted.
- For carrying out our obligations arising from any contracts entered into between you and us.
- For allowing you to participate in any interactive features of the Site when you choose to do so.
- For notifying you about changes to our service.

#### 4. Sharing information with third parties

We may share the information held about you, if required by law or in order to enforce or apply our terms and conditions of use and other agreements. We may share the information with our employees, contractors and/or related entities. We will not share your information with anyone else duly respecting the ethics of the profession.

#### 5. Information storage and security

The information we collect from you is confidentially stored on our servers in Singapore. We don't keep personal information for longer than it is necessary.

If personal data is provided to us over the Internet, you should be aware that such data transmission cannot be guaranteed to be 100% secure. We will take all reasonable efforts to protect such personal data, however, you acknowledge that we cannot ensure or warrant the security of information provided by these means. Once received, we have appropriate security measures in place to protect the data that resides on our servers.

#### 6. Access and editing of information

You have the right to access the information we hold about you. Such information can be corrected/edited, if so desired. Any information will be disclosed only after due confirmation.

#### 7. Consent and withdrawal of consent

By submitting the information to us, you give your consent to our collection, storing and processing of information in accordance with the school's privacy policy. The consent that you provide will remain valid until such time it is withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing your personal data for any purposes by submitting your request in writing or via email to [admin@kindlekids.sg](mailto:admin@kindlekids.sg)

#### 8. Changes to this policy

We may change our privacy policy to reflect current acceptable practices. Reasonable steps will be taken to inform you about the changes through our website/other possible means. Your continued use of our website after any changes to this policy will be regarded as acceptance of our privacy policy. We will ask you to re-consent the amended policy if we make a significant change to this policy.

#### 9. Cookies

We may use "cookies" to collect information about manner in which you navigate digital data and information. A cookie is a small piece of data that our websites may store on your computer and accesses each time you visit our site. This helps us serve you content based on preferences you may have specified.