



EDUCAN  
ALGARVE

## **Privacy Policy**

# Privacy Policy

***Last Updated: [01-01-2025]***

Educan, Algarve's International Learning Centre ("we," "us," or "our") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and share information about you when you visit our website or engage with our services, in compliance with the EU General Data Protection Regulation (GDPR).

## **1. Information We Collect**

We may collect and process the following types of personal data:

- Personal Information: Name, email address, phone number, postal address, and any other information you provide when you contact us or register for our services.
- Usage Data: Information about how you use our website, including IP address, browser type, pages viewed, and time spent on the site.
- Communication Data: Details of your correspondence with us, including emails and messages.
- Marketing Preferences: Your preferences for receiving marketing communications.

## **2. How We Use Your Information**

We process your personal data for the following purposes:

- To provide you with our educational services and respond to your inquiries.
- To manage registrations, billing, and other administrative activities.
- To improve our website and ensure it is user-friendly.
- To send you relevant updates, newsletters, and promotional materials, subject to your consent.
- To comply with legal obligations.

## **3. Legal Basis for Processing**

We rely on the following legal bases for processing your personal data:

- Consent: When you provide consent for specific processing activities, such as receiving marketing emails.
- Contract: When processing is necessary to fulfill a contract with you or to take steps prior to entering into a contract.

- Legal Obligation: When processing is required to comply with our legal obligations.
- Legitimate Interests: When processing is necessary for our legitimate interests, provided it does not override your rights.

#### **4. Data Sharing**

We may share your personal data with the following parties:

- Service Providers: Third-party vendors who assist with website hosting, payment processing, and email communications.
- Legal Authorities: When required by law or to protect our legal rights.
- Affiliates: If applicable, within our group of companies for business operations.

We do not sell or rent your personal data to third parties.

#### **5. Data Retention**

We retain your personal data only as long as necessary to fulfill the purposes outlined in this Privacy Policy or to comply with legal obligations. After this period, your data will be securely deleted or anonymized.

#### **6. Your Rights**

Under the GDPR, you have the following rights:

- Access: To request a copy of your personal data.
- Rectification: To request corrections to your data if it is inaccurate or incomplete.
- Erasure: To request deletion of your data in certain circumstances.
- Restriction: To restrict processing of your data under certain conditions.
- Data Portability: To receive your data in a structured, machine-readable format.
- Objection: To object to processing based on legitimate interests or for direct marketing.
- Withdrawal of Consent: To withdraw consent where processing is based on consent.

To exercise your rights, please contact us at [Insert Contact Email].

#### **7. Data Security**

We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, or misuse.

## **8. International Data Transfers**

If we transfer your data outside the European Economic Area (EEA), we ensure appropriate safeguards are in place, such as standard contractual clauses or other mechanisms recognized under GDPR.

## **9. Cookies**

Our website uses cookies to enhance user experience.

## **10. Updates to This Privacy Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with the updated date.

## **11. Contact Us**

If you have any questions or concerns about this Privacy Policy or how we handle your data, please contact us:

### **Educan, Algarve's - International Learning Centre**

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By using our website, you acknowledge that you have read and understood this Privacy Policy.