

## ACE TEFL Privacy Policy

### Preamble

ACE TEFL (“us”, “we”, or “our”) operates the ACE TEFL website (the “Service”).

This policy document informs you of our policies regarding the collection, use and disclosure of Personal Information when you use our Service.

We will not use or share your information with anyone except as described in this Privacy Policy.

We use your Personal Information for providing and improving our service.

By using the service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible [here](#).

### Information Collection And Use

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information (“Personal Information”) may include, but is not limited to:

- Name
- Email address
- Telephone number
- Address

### Log Data

We collect information that your browser sends whenever you visit our Service (“Log Data”). This Log Data may include information such as your computer’s Internet Protocol (“IP”) address, browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages and other statistics.

## **Cookies**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

We use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

## **Service Providers**

We may employ third party companies and individuals to facilitate our Service, to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

## **Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **Links To Other Sites**

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

## Children's Privacy

Our Service does not address anyone under the age of 18 ("Children"). We do not knowingly collect personally identifiable information from children under 18. If you are a parent or guardian and you are aware that your child has provided us with Personal Information, please contact us immediately. If we discover that a child under 18 has provided us with Personal Information, we will delete such information from our servers immediately.

## Compliance With Laws

We will disclose your Personal Information where required to do so by law or subpoena.

## Your rights

Your principal rights under data protection law are:

- **the right to access** – you can ask for copies of your personal data;
- **the right to rectification** – you can ask us to rectify inaccurate personal data and to complete incomplete personal data;
- **the right to erasure** – you can ask us to erase your personal data;
- **the right to restrict processing** – you can ask us to restrict the processing of your personal data;
- **the right to object to processing** – you can object to the processing of your personal data;
- **the right to data portability** – you can ask that we transfer your personal data to another organisation or to you;
- **the right to complain to a supervisory authority** – you can complain about our processing of your personal data; and
- **the right to withdraw consent** – to the extent that the legal basis of our processing of your personal data is consent, you can withdraw that consent.

You may exercise any of your rights in relation to your personal data by [contacting us](#).

## Changes To This Privacy Policy

ACE TEFL is committed to a programme of continuous review and action to ensure that these policies remain effective. It is the responsibility of the Directors to monitor effectiveness, and to review and develop the policy to reflect new legal and regulatory developments. Monitoring and review takes place annually.

### Contact Us

If you have any questions about this Privacy Policy, please [contact us](#).

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*This policy statement was approved by Alexander Makarios and George Vassilakis, Directors of ACE TEFL, in February 2022 and is due for review in March 2023.*

