

INFORMATION PRIVACY POLICY

The Philadelphia School of Languages will not sell your information to any outside entities. All Students have the right to inspect and review their education records upon request. The school sets limits on data retention in compliance with Pennsylvania Private Licensed Schools laws.

All education records are directly related to a student and maintained by the School or its agent for all enrolled students. Education records may exist in any medium (e.g., electronic or digital files including email, paper documents, fax documents, oral conversations, etc.). Education records include such things as personal identifiers and bio-demographic data (such as Social Security Number/. Individual Taxpayer Identification Number ITIN passport number/ driver's license, date of birth, ethnicity, gender, relationship information) and also academic records such as test scores, GPA, graded papers, exams, transcripts, advising notes, financial information, etc.)

The Philadelphia School of Languages does not sell data for target advertising. The School complies with privacy and accuracy principles. The School will collect personal information and complies with State policies of proper handling and accuracy. It is the School's duty to protect and hold in strict confidence all information concerning students. Only authorized individuals have access to personal information.

Disclosure of information may be authorized by the Student in order to comply with immigration requirements will only apply to Students who require the issuance of a for Visa I-20 or other immigration related forms. If not authorized by the Student, the School will not disclose any sensitive or personal information.

The School only collects information needed on the Student concerned, the Student understands that the School uses lawful, fair and reasonable methods in collecting information. The School stores and transmits information securely through our server, and some third-party payment processor and web providers. The Students has access to their personal information, *it is the responsibility of Student in dealing with incorrect personal information.*

The accuracy of information must be checked before use and the School will retain information for its purposes as a School. The School limits the disclosure of personal information to organizations required for State or Federal compliance. All students are given an identification number in the *classe365* system. In case of a privacy concern, the Student should contact the School Principal or Director.

The School, prior to using the online educational services, may contain all the necessary legal provisions governing access, use and protection of data, and may legally bound to the provider to terms that are consistent with direct control requirements agreed by the provider.

We do not sell your information to any third-party company.
Your information will be kept safe in the school's student archives.
It is very important to inform the school if there are any changes to personal information.
Your personal information will not be reported to any government agency.
The School will per request, report to DHS or SEVP for International Students on F1 Visas.

The Philadelphia School of Languages

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