

# Privacy Policy



**This policy goes into effect as of May 1, 2023**

Arnold Reading Academy is committed to protecting the privacy and confidentiality of our students and families. This Privacy Policy explains how we collect, use, store, and safeguard personal information in connection with our tutoring services.

## Information We Collect

We may collect the following types of information:

### Student Information

- Full name
- Age and grade level
- Academic history and reading assessments
- Learning profile or diagnosis (e.g., dyslexia or other learning differences), only if voluntarily provided
- Progress notes and tutoring data

### Parent/Guardian Information

- Name
- Phone number
- Email address
- Billing and payment details
- Emergency contact information

### Technical Information (for online sessions)

- Zoom login name
- IP address or device information (automatically collected by the platform used)

We do **not** collect or store social security numbers, medical records, or unnecessary personal identifiers.

## How We Use the Information

Information is collected solely for educational and administrative purposes, including:

- Creating individualized reading intervention plans
- Scheduling and conducting tutoring sessions
- Tracking student progress
- Communicating with parents/guardians
- Billing and invoice management
- Maintaining internal records for program improvement

We do **not** sell or share personal information with third parties for marketing or unrelated purposes.

## How We Store and Protect Information

Arnold Reading Academy takes data protection seriously. We use:

- Password-protected devices
- Secure, encrypted digital storage
- Limited access controls (only authorized personnel)
- Confidentiality protocols for tutors

Physical documents (if any) are stored in locked files accessible only to authorized staff.

## Disclosure of Information

We may disclose information **only** under the following circumstances:

- With parent/guardian written consent
- If required by law, such as in response to a subpoena or mandatory reporting obligation
- To protect the safety of the student or others

We do not release student information to schools, therapists, or other providers without written permission.

## Online Tutoring Privacy

When sessions are conducted online:

- Families are responsible for ensuring their own device security and virus protection.
- Arnold Reading Academy uses Zoom or another secure platform for sessions.

## Parent/Guardian Rights

Parents/guardians have the right to:

- Request access to their child's records
- Request corrections to inaccurate information
- Withdrawal of consent for data collection is not essential to tutoring
- Request deletion of records after services have ended (except for any information we are legally required to retain)

## Data Retention

Educational and billing records are retained for **up to 7 years** for legal/business purposes unless otherwise requested in writing.

## **Changes to the Privacy Policy**

We may update this policy occasionally to reflect best practices or compliance requirements. All updates will be posted and made available to families.

## **Contact Information**

If you have any questions about this Privacy Policy or your child's information, please contact:

### **Arnold Reading Academy**

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