

Privacy Policy

Effective Date: May 2, 2025

UCIC School App (“we,” “our,” or “us”) values and respects your privacy. This Privacy Policy outlines how we collect, use, share, and protect your personal information when you interact with our mobile application (“App”) or website. By using our services, you agree to the terms described in this policy.

1. Information We Collect

We collect different types of information to help provide and improve our services:

A. Personal Information

We collect personal details such as your name, email address, phone number, and other identifying information—but only when you voluntarily submit it (e.g., when you sign up, request support, or apply for a job).

B. Communication Data

If you provide your contact information, we may communicate with you. This could include responses to your inquiries, service updates, or marketing emails (if you've opted in).

C. Usage Information

When you use our App or website, we automatically gather technical data from your device, including:

- IP address
- Device type and model
- Operating system
- App or browser version
- Time spent and actions taken within the App

This helps us understand how the App is being used and identify any issues.

D. Location Data

If you grant permission, the App may access your device’s location to enhance certain features. You can control this via your device settings.

E. Cookies and Analytics

We may use cookies and third-party analytics tools (like Google Firebase) to track how users

interact with our App. This allows us to make improvements and provide a better user experience.

F. Job Applications

If you apply for a position through our App or site, we may collect your application materials, including:

- Resume/CV
- Cover letter
- Any additional info you provide related to your job application

2. How We Use Your Information

We use the information collected for several purposes, all focused on delivering and improving our services:

A. To Provide Our Services

- Manage your user account and preferences
- Grant access to specific app features and content
- Offer customer service and technical support
- Notify you of account changes or policy updates
- Process job applications submitted through the App
- Register you for events, if applicable

B. For Administrative Purposes

- Perform internal research, including marketing research
- Improve service quality and security
- Detect and prevent fraud, unauthorized access, or illegal activity
- Measure engagement and interest in our Services
- Develop and test new features or services
- Conduct audits and compliance checks
- Authenticate your identity when necessary
- Address technical issues or software bugs

- Enforce our legal agreements and policies

C. For Marketing and Advertising

- Provide personalized marketing messages and content
- Inform you about services, events, or offers (only if you've opted in)

D. As Required by Law or With Your Consent

- Fulfill legal or regulatory obligations
- Respond to lawful requests from authorities
- Share your information with third parties when you authorize us to

3. Sharing Your Information

We are committed to protecting your data and do **not** sell or rent your personal information. However, we may share it under limited circumstances:

- **With your consent**
- **With service providers:** Third-party partners (e.g., analytics tools, crash reporting services) who help us operate and maintain the App
- **To comply with legal obligations:** Such as court orders or government regulations

All third-party partners are required to handle your information securely and only for the purposes we've authorized.

4. Data Security

We take reasonable administrative, technical, and physical safeguards to protect your data from unauthorized access, disclosure, or misuse. These include encrypted communications and restricted access to your data.

However, while we strive to protect your data, no method of internet transmission or electronic storage is 100% secure. You use our services at your own risk.

5. Children's Privacy

Our App is not intended for children under 18. We do not knowingly collect personal information from children.

6. Your Rights and Choices

You have the right to:

- **Access** the personal data we hold about you
- **Update or correct** inaccurate information
- **Request deletion** of your data (where legally permissible)
- **Withdraw consent** for marketing communications

To exercise any of these rights, please contact us at:

 ucicapp@ucicschool.org

7. Changes to This Policy

We may update this Privacy Policy occasionally to reflect changes in our practices, technologies, or legal requirements. When we make material updates, we'll try to notify you—either by email or by posting a prominent notice on our website.

Your continued use of the App or website after changes are posted means you accept the revised policy. We encourage you to review this policy periodically.

8. Contact Us

If you have questions, concerns, or requests regarding this Privacy Policy or how your information is handled, please contact us:

UCIC School

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 ucicapp@ucicschool.org

 ucicschool.org