

## Privacy Policy for Guyana Digital App

At Guyana Digital, your privacy is our priority. This Privacy Policy outlines how we collect, use, and protect your personal information when you use our educational application, the Guyana Digital App.

### 1. Information We Collect

We do not collect any financial information or payment details. The information we may collect includes:

- **User-provided Information:** When you submit an application to access the app, we may collect your name, email address, educational background, enrollment details, and other data necessary for reviewing your eligibility and creating your account.
- **Learning Activity Data:** Once you access the app, we may collect data about your activities, such as courses enrolled, course completion status, grades, quiz attempts, assignments submitted, and contributions to discussion forums.
- **Device Information:** We may collect non-personal data, such as your device type, operating system, IP address, and app usage patterns, to improve performance and usability.
- **System Logs:** The app may log technical data, such as login timestamps and error reports, to troubleshoot issues and ensure a secure user experience.

### 2. Use of Information

We use the information collected to:

- Review and process applications submitted through the app.
- Create user accounts upon application approval.
- Manage user access to educational content and resources.
- Track and report learning progress, course completion, and user performance.
- Ensure system functionality, troubleshoot errors, and improve the app's overall user experience.
- Generate anonymized analytics to monitor the app's usage and effectiveness.

### 3. Key Features

The app includes various features and functionalities that may involve data processing, including:

- **Course Enrollment:** Enrolling approved students in courses tailored to their educational needs.
- **Progress Tracking:** Monitoring student activities, such as completed modules, quizzes, and assignments.
- **Communication Tools:** Facilitating interaction through discussion forums, messaging, and notifications.
- **User Profiles:** Displaying profiles containing basic information (e.g., name, enrolled courses) visible to instructors and peers.

#### **4. Data Retention**

We retain your personal data only for as long as necessary to provide access to the app and fulfill our educational objectives. Upon course completion or account deactivation, data will be archived or securely deleted as per government regulations.

#### **5. Data Security**

We implement robust security measures to protect your information from unauthorized access, alteration, or misuse. This includes encrypted data transmission, secure user authentication, and role-based access control. While we strive to secure your data, we recommend maintaining strong passwords and protecting your account credentials.

#### **6. Sharing of Information**

We do not share, sell, or rent your personal information to third parties. Your data is used exclusively for educational purposes within the app. Aggregated, anonymized data may be shared for reporting or system improvement purposes.

#### **7. Third-party Integrations**

The app may include integrations with third-party tools (e.g., video conferencing or learning aids). These tools operate under their respective privacy policies, and we ensure compliance before implementing any integration.

#### **8. Children's Privacy**

Our app complies with regulations concerning children's privacy. For students under 13 years of age, parental or guardian consent is required to process their data. If we inadvertently collect data from children without appropriate consent, it will be deleted promptly.

#### **9. User Rights**

You have the right to:

- Access your personal information stored in the app.
- Request corrections to any inaccurate data.
- Request the deletion of your account and associated data, subject to educational requirements.
- Object to data processing where applicable.

To exercise any of these rights, please contact us using the details below.

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

We may update this Privacy Policy to reflect changes in app features, services, or regulatory requirements. Updates will be posted within the app and take immediate effect upon publication.

#### **11. Contact Us**

If you have any questions about this Privacy Policy or your data, please contact us at:  
[info@guyanadigitalschool.com](mailto:info@guyanadigitalschool.com)