

# **Privacy Policy**

Effective Date: 15 May, 2025

Minerva Learning Centers Ltd. ("Minerva", "we", "our", or "us") respects your privacy and is committed to protecting the personal information you share with us through our website ([www.minervacenters.com](http://www.minervacenters.com)) and associated services, including our Learning Management System (LMS) at [lms.minervacenters.com](http://lms.minervacenters.com) (when launched).

This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal data.

## **1. Information We Collect**

We may collect the following types of personal information:

- Contact Details: Name, email address, phone number, mailing address.
- Account Information: Usernames, passwords, and user roles for LMS access.
- Academic Data: Enrollment records, course participation, assignment submissions, and attendance.
- Technical Data: IP address, browser type, device details, operating system, referring URLs.
- Communications: Messages sent through our forms or contact channels.

## **2. How We Collect Information**

We collect data when you:

- Visit or browse our website.
- Register or log in to our LMS portal.
- Submit forms (e.g., contact, enrollment, feedback).
- Communicate with our staff via email, WhatsApp, or online chat.
- Use services offered through the LMS.

### **3. Use of Your Information**

We use the information to:

- Deliver and improve our educational services.
- Manage user access to the LMS and course content.
- Communicate with you about updates, schedules, or inquiries.
- Analyze and monitor usage for service improvement and security.
- Fulfill any legal or institutional requirements.

### **4. Data Sharing and Disclosure**

We do not sell or rent your personal data. We may share data with:

- Authorized Staff and Faculty: To manage your education or support requests.
- Third-Party Service Providers: For website hosting, email services, analytics, or LMS functionality—under strict confidentiality agreements.
- Legal Authorities: If required by law or to protect rights, property, or safety.

### **5. Cookies and Tracking Technologies**

Our website may use cookies to:

- Enhance your browsing experience.
- Analyze traffic and usage trends.
- Save your preferences for future visits.

You may disable cookies in your browser settings; however, this may affect the site's functionality.

### **6. Data Security**

We implement administrative and technical measures to protect your data from unauthorized access, alteration, or disclosure. This includes encrypted connections, password protection, and access restrictions on sensitive data.

## **7. User Rights**

You have the right to:

- Access, correct, or delete your personal data.
- Withdraw consent to data processing (where applicable).
- Request information on how your data is used.

Requests may be sent to [mlc@minervacenters.com](mailto:mlc@minervacenters.com).

## **8. Retention of Information**

We retain your information only for as long as necessary to fulfill the purposes outlined in this policy, comply with legal obligations, or for legitimate educational recordkeeping.

## **9. External Links**

Our website may contain links to external sites. We are not responsible for the content or privacy practices of those third-party websites.

## **10. Children's Privacy**

We do not knowingly collect personal data from children under the age of 13 without parental consent. Parents or guardians may contact us to review or delete their child's information.

## **11. Updates to This Policy**

This Privacy Policy may be updated periodically. We will post the revised version with the effective date on this page. Continued use of our website or services signifies acceptance of changes.

## **12. Contact Information**

If you have questions or concerns about this Privacy Policy, please contact:

Minerva Learning Centers Ltd.

Baubau Avenue, Sec:39 Lot:53

East Boroko, Port Moresby

Papua New Guinea

WhatsApp: +675 7860 4013

Email: [mlc@minervacenters.com](mailto:mlc@minervacenters.com)