

www.online-french-teacher-skype.com respects the privacy of its users. We collect, use and process personal information in compliance with the General Data Protection Regulations (GDPR).

www.online-french-teacher-skype.com collects and processes data on the basis of *Legitimate Interest*. *Legitimate Interest* means that we have a genuine and legitimate reason to collect and process your personal data without harming your rights and interests.

We only the personal data for:

- Providing our service of facilitating language lessons booking process
- Improving or modifying our services
- Answering questions and fulfilling requests you send to us
- Doing statistics and identifying usage trends

We never use the students' data for marketing purposes. We follow the principle of not collecting and processing data unnecessarily.

We collect the following personal data:

- First name
  - Required
  - Shared only with the teacher
  - Purpose: communication
- Last name
  - Required
  - Shared only with the teacher
  - Purpose: communication
- Email
  - Required
  - Shared only with the teacher
  - Purpose: communication, being able to answer requests, to help you if you have problems with the booking systems, the lessons, etc. It helps you as well to create and activate an account, to receive booking confirmations and reminders.
- Skype name
  - Required
  - Shared only with the teacher
  - Purpose: communication; it is necessary for the teacher in order to contact the student for the lesson.
- First language / spoken languages

- Required
- Shared only with the teacher
- Purpose: helping the teacher to adjust and modify the method applied during the lessons
- Lesson type
  - Required
  - Shared only with the teacher
  - Purpose: helping the teacher to prepare the lesson accordingly to the student's needs
- Level of knowledge
  - Required
  - Shared only with the teacher
  - Purpose: helping the teacher to adjust the lesson's level

Measures are taken to protect your personal information. Your account is password protected and all information is on a secure server.

Despite our efforts, please note that there's no such thing as 100% security on the Internet. In case your account or any related information should get compromised, we notify you within 24 hours of detecting the incident according to GDPR regulation.

We keep your personal data for 3 years from the moment you last logged in to your account. Sometimes we will keep information that you may have already deleted, for example emails sent to you or by you.

You have the right:

- to be informed on how we use your personal data
- to get access to the information we hold about you
- to get a rectification (update or modify the information we hold about)
- to be forgotten (ask us to stop using your data)