

# **Privacy Policy for WordSmith Creatives**

Effective Date: **April 1, 2023**

## **1. Introduction**

Welcome to **WordSmith Creatives**! We understand the importance of privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website or engage with our services, including adult and children's tutoring services. By using our services, you consent to the practices described in this Privacy Policy.

## **2. Information We Collect**

We may collect the following types of information:

### **2.1. Personal Information**

- **Contact Information:** Name, email address, phone number, and mailing address.
- **Student Information:** If you or your child enroll in our tutoring services, we may collect relevant information such as age, grade level, and academic preferences.
- **Payment Information:** If you engage in financial transactions with us, we may collect payment information, such as credit card details.

### **2.2. Non-Personal Information**

- **Log Data:** We may collect information that your browser sends whenever you visit our website. This may include your IP address, browser type, browser version, the pages you visit, the time and date of your visit, and other statistics.
- **Cookies:** We use cookies to enhance your experience on our website. You can control cookies through your browser settings.

## **3. How We Use Your Information**

We may use your information for the following purposes:

- To provide and maintain our communication consultancy and tutoring services.
- To communicate with you, respond to inquiries, and provide customer support.
- To process payments and complete transactions.
- To personalize your experience and improve our website and services.
- To comply with legal obligations.
- To send you marketing communications if you have opted in to receive them.

## **4. Disclosure of Your Information**

We may disclose your information to third parties in the following circumstances:

- **Tutors:** We may share student information with our tutors to facilitate the tutoring services.
- **Service Providers:** We may share your information with third-party service providers who assist us in delivering our services.
- **Legal Requirements:** We may disclose your information if required by law or in response to a legal request.

- **Business Transfers:** If we are involved in a merger, acquisition, or sale of assets, your information may be transferred as part of that transaction.

## **5. Data Security**

We take the security of your information seriously and implement reasonable safeguards to protect it. However, no method of transmission over the internet or electronic storage is completely secure. Therefore, we cannot guarantee absolute security.

## **6. Your Choices**

You have choices regarding your information:

- You can access and update your personal information by contacting us.
- You can opt out of receiving marketing communications from us by following the instructions in those communications.
- You can disable cookies in your browser settings.

## **7. Children's Privacy**

For children under the age of 13, we require parental consent before collecting personal information. Parents or guardians can review or request deletion of their child's information by contacting us.

## **8. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We will notify you of any material changes by posting the updated Privacy Policy on our website or by other means.

## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Wordsmith Creatives, E7-603, Provident Welworth City, Marasandra, Doddaballapur Road,  
Bangalore - 561203, India

Customer Support Email: [support@wordsmithindia.com](mailto:support@wordsmithindia.com)

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Thank you for choosing **Wordsmith Creatives**. We value your trust and are committed to protecting your privacy.