# **Privacy Policy**

This data protection and privacy policy sets out how the programming school collects, uses, stores and discloses information received from users of the www.coddyschool.com website.

This privacy policy applies to the website and all products and services offered by the programming school.

### Personal identification information

We may collect personal identification information from users in various ways, including but not limited to when users visit our website, subscribe to a newsletter, fill out a form, or in connection with other activities, services, features or resources that we provide on our website. Users can be requested, if necessary, for a name, email address, phone number. However, users can visit our website anonymously. We will collect personal identifying information from users only if they voluntarily provide such information to us. Users can always refuse to provide personal identification information, unless doing so may prevent them from engaging in certain website-related activities.

#### Non-personal identification information

We may collect non-personal identification information about users whenever they interact with our website. Non-personal identification information may include browser name, computer type and technical information about how users connect to our website, such as the operating system and Internet service providers used, as well as other similar information.

#### Cookies used on the website

Cookies are text files containing small amounts of information that are downloaded to your personal computer, mobile phone or other device when you visit a website. The cookies are then sent back to the original website on each further visit, or to another website that recognizes that cookie. Cookies are useful because they allow the website to recognize the user's device.

By visiting the website you give consent that we may place these types of cookies on your device.

#### Diagnostic and analytical cookies

These cookies collect anonymous information about visited pages. By using the websiteyou give consent that we may place these types of cookies on your device.

These cookies collect information about how visitors use the website, such as which pages users visit most often and if they receive error messages from the web pages. These cookies do not collect information that identifies a visitor. All information that these cookies collect is aggregated and therefore anonymous. It is only used to improve the performance of the website.

#### **Functional cookies**

These cookies allow the website to remember the choices you make (for example, your username, language, or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you make to text size, fonts, and other parts of web pages that you can customize. They can also be used to provide the services you have requested, such as viewing photographs or submitting a request to a contact form. The information these cookies collect is anonymous and they cannot track your online activity on other sites.

# Third-party cookies

These cookies allow third parties to track the success of their use or customize the application for you. Due to the way cookies work we cannot access these cookies, nor can third parties access the data in the cookies used on our website.

For example, if you choose to "share" content via Twitter or other social networks, cookies may be sent to you from those websites. We do not control the setting of these cookies, therefore please check these websites for more information about their cookies and how to manage them.

#### Refuse to use cookies

You can refuse to use cookies. You will need to make the required changes to your internet browser to block the use of cookies on your device. Please refer to the help section for your specific browser for information on how to do this.

Refuse to use cookies result in the loss of functionality and settings on the websites you visit.

#### How we use the collected information

CODDY programming school may collect and use personal information of users for the following purposes:

- *To improve customer service*: The information you provide helps us respond more effectively to your customer service requests and support needs.
- *To personalize the user experience*: We may use the information collectively to understand how our users, as a group, use the services and resources provided on our website.
- *To improve our website*: We may use the feedback you provide to improve our products and services.
- *To process payment*: we may use the information that users provide about themselves when placing an order, only to provide services for that order. We do not share this information with third parties, except when it is necessary to provide the service.
- To launch a promotion, contest, survey or other website function: to send users the information they have agreed to receive about topics that we think will be interesting to them.
- To send periodic emails: we may use this email address to send information about users and updates related to their order. It can also be used to answer their requests, questions and / or other demands. If a user chooses to subscribe to our mailing list, they will receive emails which may include company news, updates, related product or service information, etc. If at any time the user wants to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

# How we protect your information

We use appropriate data collection, storage and processing methods and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our website.

Confidential and private data exchange between the site and its users takes place over a secure SSL communication channel and is encrypted and protected by digital signatures.

## **Sharing your personal information**

We do not sell, trade, or lease users' personal identification information to other persons. We may share general aggregated demographic information unrelated to any personal identification information about visitors and users with our business partners and trusted partners for the purposes described above.

# Third party websites

Users may find advertisements or other content on our website that links to the sites and services of our partners, providers, advertisers, sponsors, licensors and other third parties. We have no control over the content or links that appear on these sites and are not responsible for the practices of the websites linked to or from our site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy and customer service policies. Your browsing and interactions on any other website, including websites that link to our website, are subject to that website's own terms and policies.

# General Data Protection Regulation 2018 (GDPR).

CODDY programming school is a member of the Information Commissioner's Office (ICO) and takes the storage, transmission, exchange and deletion of customer data very seriously. In accordance with the latest GDPR directive, we offer all our customers the "right to be forgotten".

If you want to view all the information we have about you as an individual user, or want to delete your data from our systems or transfer it to a third party, we will make it easier for you.

There is no charge for this service, unless the customer requests a customized service that goes beyond the standard request and all requests are fulfilled within 30 days from the moment you send us your demand by mail or email (see our contact details at the end of this document).

Any known data breach will be reported to ICO within 72 hours from our discovery of the breach. Data or security breach is defined as any data that is not in the public domain and can be read by any third party. Loss of encrypted data is not considered as data loss.

The coding school follows a strict set of internal policies to ensure the safety of your data. This includes a comprehensive IT security policy along with all of the policies listed below:

- CODDY IT Security Policy
- CODDY Subject Access Requests General Guidance
- CODDY Data Protection Policy
- CODDY Data Breach Policy
- CODDY Staff Privacy Policy
- CODDY Security Staff and Breaches

# Compliance with the children's online privacy protection act

Protecting the privacy of underage children is especially important. For this reason, we never collect or store information on our website from anyone who we truly know is under the age of 13 and no part of our website is structured the way to attract anyone under the age of 13.

# **Changes to this Privacy Policy**

CODDY programming school has the right to update this Privacy Policy at any time. When we update it, we will change the updated date at the bottom of this page. We encourage users to frequently check this page for any changes to stay informed of how we are helping to protect the personal information we collect. You acknowledge and agree that you are responsible for periodically reviewing this Privacy Policy and becoming familiar with its changes.

# Your acceptance of these Terms

By using this website, you confirm your acceptance of this Policy. If you do not agree with this policy, please do not use our website. Your use of the website following the posting of changes to this Policy will be deemed your acceptance of those changes.

#### Contact us

If you have any questions about this privacy policy, the use of this website or your relationship with this website, please contact us at:

Postal address: 105064, Moscow, Nizhny Susalny 5, building 19

Email address: info@coddyschool.com

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