



## Privacy Policy

The KW Institute of Technology and Professional Learning (ITPL) is dedicated to protecting the privacy of its students, staff, and other stakeholders. This Privacy Policy explains how we collect, use, share, and protect your information when you interact with our institution or use our services.

### 1. Information We Collect

We may collect personal information that you provide to us directly. This includes, but is not limited to:

- Name
- Contact details (email address, phone number)
- Address
- Date of birth
- Educational background
- Employment history

### 2. How We Use Your Information

The information we collect is used for various purposes, such as:

- Processing applications and enrollments
- Communicating with students and staff about academic programs and events
- Providing customer support and responding to inquiries
- Improving our services and enhancing user experience
- Meeting legal requirements and following institutional policies

### 3. Sharing Your Information

We may share your information in the following situations:

- With third party service providers who help us run our institution and manage our operations (e.g., IT support, educational partners).

### 4. Your Rights

You have the right to:

- Access the personal information we have about you.
- Request corrections to any inaccurate or incomplete information.



- Request the deletion of your personal information, except where legal exceptions apply.
- Withdraw your consent for us to process your personal information, if consent was the basis for processing.

## 5. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with a new effective date. We encourage you to review this policy regularly to stay informed about how we protect your information.

## 6. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your data, please contact us at:

*Institute of Technology and Professional Learning*

*New Kuensel Building, Changzamtok*

*Thimphu, Bhutan*

*Email: [info@itpl.bt](mailto:info@itpl.bt)*

*Phone: [\[17902379\]](tel:17902379)*

By using our services, you acknowledge that you have read and understood this Privacy Policy and agree to its terms. Thank you for trusting the Institute of Technology and Professional Learning with your personal information.