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A cookie is a piece of information that web servers send to your browser file when you access a website, then when you come back to a Website again, that website will detect whether you have cookies on your browser file. We occasionally issue session cookies when strictly necessary for the operation of the website (e.g., logging into our member account area). These cookies do not hold any personal information.

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Overall, cookies help us provide you with a better service, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

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At any point while we are in possession of or processing your personal information, you, as the data subject, have the following rights:

- You have the right to request a copy of the personal information that we hold about you.

- You have a right to correct personal information that we hold about you that is inaccurate or incomplete.

- You have the right to request for your personal information to be deleted in the following circumstances:

- o If the purpose for such processing has already been achieved, is no longer achievable, or if the personal information is no longer necessary for such purpose.
- o If you no longer use our products or services or if we no longer provide you with our products or services.
- o If we collected and used your personal information without your consent, or if you choose to withdraw your consent.
- o If our processing of your personal information violates any laws or regulations, or breaches our agreement with you.
- o Any other circumstances prescribed by applicable laws.

- You have the right to object to certain types of processing such as direct marketing.

- You have the right to move, copy or transfer your personal information for your own purposes across different services (e.g., from us to a different service provider).

– You have the right to change the scope of your consent or withdraw your consent at any time.

Please contact enquiries@keystonetutors.com if you would like to exercise any of these rights. For security, you may be required to submit written requests or prove your identity by other means. We may ask you to verify your identity before handling your request.

We will generally reply to you within thirty (30) days upon verification of your identity, and will inform you if we require additional time to process your request.

Please note that we will reject your request under the following circumstances:

- If we are required by laws or regulations;

- If we are required to safeguard national security;

- If we are required to safeguard public security, public health or major public interests;

- If we are required as a result of criminal investigations, prosecutions, trials and enforcement of court decisions, etc

- Where you are abusing your rights;

- In order to safeguard the life, property, and other important legal rights and interests of you or other

To the maximum extent permissible by law, we shall not be liable for any liabilities, losses or