

YouthInspirED Tutoring Programs

Data Privacy and Protection Policy

Effective Date: February 2026

Organization: YouthInspirED Foundation (YIED)

YouthInspirED is committed to protecting the privacy and personal information of students, families, volunteers, and community partners who participate in our tutoring programs. This policy outlines how information is collected, used, stored, and protected when individuals register for or participate in YouthInspirED tutoring services, including programs delivered through YouthInspirED chapters.

1. Information We Collect

When individuals register for tutoring through our website booking system (powered by Wix), we may collect the following information:

Personal Information

- Student name
- Email address
- Phone number
- Age or grade level
- General geographic location (e.g., city or region)
- Subject(s) for tutoring

This information is provided by students or parents/guardians during the booking process.

2. How Information Is Used

Personal information is collected solely to facilitate tutoring services and program administration.

Specifically, information may be used to:

- Schedule tutoring sessions
- Match students with appropriate tutors
- Allow tutors to contact students via email **only to arrange meeting details**

- Monitor program participation
- Evaluate program reach and impact

YouthInspirED does **not sell, trade, or distribute personal information** to third parties.

3. Sharing of Information

Limited information sharing occurs only when necessary to deliver tutoring services.

Tutor Access

When a session is booked through Wix:

- The student's **email address may be shared with the assigned tutor**
- Tutors may **only use this email address to coordinate the tutoring session**

Tutors are prohibited from:

- Using the email for unrelated communication
- Storing or distributing student contact information
- Using personal data for personal purposes

4. Online Tutoring Platforms

All tutoring sessions are conducted using **Zoom**.

These sessions follow Zoom's privacy and security policies. YouthInspirED tutors are trained to:

- Use secure meeting links
- Maintain professional and appropriate communication
- Protect student privacy during online sessions
- Follow YouthInspirED's child protection and reporting guidelines

Participants are encouraged to review Zoom's privacy policy for further information.

5. Data Used for Reporting

YouthInspirED collects limited demographic information to understand the impact of our programs.

This may include:

- Age or grade group
- Geographic region (e.g., province or city)

For evaluation and annual reporting purposes:

- All demographic information is **anonymized**
- Data is **aggregated and cannot identify individual participants**

Example use:

- “200 students from 12 communities participated in tutoring this year.”

Contact Information:

- By agreeing to YouthInspirED’s terms and conditions participants agree to be contacted by the YouthInspirED team via their email address for requests related to monitoring and evaluation.

No personally identifiable information is included in public reports.

6. Data Storage and Protection

YouthInspirED takes reasonable steps to protect personal data from unauthorized access, misuse, or disclosure.

Protection measures include:

- Secure website booking systems via WIX
- Limited access to administrative data
- Privacy guidelines for tutors and volunteers

Only authorized YouthInspirED program coordinators may access student booking information.

7. Data Retention

Personal information is retained only for as long as necessary to:

- Provide tutoring services
- Maintain program records
- Prepare annual program reports

8. Participant Rights

Students and parents/guardians may request to:

- Access their personal data
- Correct inaccurate information
- Request deletion of personal information

Requests can be made by contacting YouthInspirED directly.

9. Parental Consent

For participants under the age of 18, parents or guardians are responsible for providing consent for participation in tutoring services and the sharing of necessary contact information with tutors.

10. Policy Updates

YouthInspirED may update this policy periodically to reflect changes in technology, legal requirements, or program practices. Updated versions will be posted on our website.

11. Contact Information

If you have questions about this Data Privacy and Protection Policy or how your information is used, please contact:

YouthInspirED

Email: hello@youthinspiredfoundation.com

Website: <https://www.youthinspiredfoundation.com/>