

## Z-kai USA Privacy Policy

Z-kai USA Inc. (“Z-kai USA”) greatly respects the privacy of you and your child. We are committed to protecting any and all your personally identifiable information you submit during the process of enrolling your child in Z-kai USA Learning Lab.

Our privacy policy has been designed and created to ensure those affiliated with Z-kai USA of our commitment and realization of our obligation not only to meet but to exceed most existing privacy standards, as well as to ensure your right to know what information we collect and how we may use them.

THEREFORE, this Privacy Policy shall apply to Z-kai USA, and thus it shall govern any and all data collection and usage thereof. Through the use of our website or enrolling your child in Z-kai USA Learning Lab, you are herein consenting to the following practices described within this privacy policy.

### Collection of Information

Z-kai USA may collect and process personally identifiable information, such as your name, your child’s name, address, phone number, e-mail address, and other personal information necessary to assess or estimate your child’s educational needs, through our website or at Z-kai USA Learning Lab when you enroll your child in Z-kai USA Learning Lab or any related programs.

### Use of Information Collected

Z-kai USA may make use of personal information you submit to us in order to assist in the operation of Z-kai USA Learning Lab, such as contacting you by mail, email or telephone call regarding your child’s progress at Z-kai USA Learning Lab, advising you of other relevant information regarding Z-kai USA Learning Lab, and any other circumstances we need to contact you for non-marketing purposes. We may share your personally identifiable information with our contractors for above-mentioned limited purposes. Our contractors have agreed to our privacy policy and restricted use of your personally identifiable information. You always have the option to discontinue receiving communication from us and/or reserve the right to discontinue receiving communications by way of email or newsletters. To discontinue or unsubscribe, please follow the instructions on the e-mail you receive or any other instructions from us.

Z-kai USA may disclose your personal information, without any prior notice to you, unless required to do in accordance to applicable laws and/or in a good faith belief that such actions is deemed necessary or required in an effort to:

- Remain in conformance with any decrees, laws and/or statues or in an effort to comply with any process which may be served upon Z-kai USA and/or its website;
- Maintain safeguard and/or preserve all the rights and/or property of Z-kai USA; and
- Perform under demanding conditions in an effort to safeguard the personal safety of users of Z-kai USA Learning Lab and/or the general public

Other than the purposes described above, we will never disclose your personally identifiable information you submit to us with any third parties without your express consent. We never sell or rent your personally identifiable information to any third parties for compensation under any circumstances.

#### Use of Cookies

"Cookies" are small text files created by a website that is stored in your computer either temporarily for that session only or permanently on the hard disk. Cookies provide a way for the website to recognize your computer and keep track of your preference. The use of Cookies is an industry standard to provide useful features for customers. Cookies do not personally identify users, although they do identify a user's computer. All information Cookies collect is aggregated and therefore anonymous. They are only used to improve how a website works. You can adjust your browser setting to disable Cookies; however, please note that disabling Cookies may give you disadvantage in using our website.

#### Update to Your Information

You can update or edit your personally identifiable information you have submitted to us by giving the updated information to one of our instructors at Z-kai USA Learning Lab, or through our website.

#### Privacy Protection for Your Children

We understand the importance of protecting your child's privacy. We are in compliance with the Children's Online Privacy Protection Act, and do not collect or maintain any personally identifiable information about anyone under the age of 13 other than as

needed to enroll children in Z-kai USA Learning Lab, to obtain appropriate information to plan and assess your child's education program at Z-kai USA Learning Lab, or to process information regarding enrollment in Z-kai USA Learning Lab.

#### Changes to Privacy Policy

Z-kai USA reserves the right to change, modify and/or amend our privacy policy at any time, and as such we will post those changes to our website, so that our customers and/or visitors are always aware of the type of information we collect, how it will be used, and under what circumstances, if any, we may disclose such information.

#### Acceptance of Terms

Through the use of our website and/or enrolling your children at Z-kai USA Learning Lab, you are hereby accepting the terms and conditions stipulated within the aforementioned Privacy Policy. If you are not in agreement with our terms and condition, please refrain from further use of our sites or services. In addition, your continued use of our website and enrollment following the posting of any updates or change to our terms and conditions shall mean that you are in agreement and acceptance of such changes.

#### How to Contact Us

If you have any questions or concerns regarding the Privacy Policy related to our website and/or service, please feel free to contact us at the following email, telephone number or mailing address.

Email: [info@zkai-usa.com](mailto:info@zkai-usa.com)

Mailing Address:

Z-kai USA, Inc.  
450 Massachusetts Avenue  
Arlington, MA 02474

Telephone: 781-914-3735