



We have created this Privacy Policy to demonstrate our firm commitment to your privacy and the protection of your information.

Reading Edge Academy has published this privacy policy which covers any information you share with us at this site, including email communications with you. We also provide email links on our [Contact Page](#), to allow you to contact us directly. We strive to promptly reply to your messages. The information you send to us may be stored and used to improve this site and our academic services, or it may be reviewed and discarded. However, your information will only be used by us or shared with third parties with your explicit permission.

#### **What if you received a Mailing from us?**

Except for the above, our email marketing campaigns are permission based. If you received a mailing from us, our records will show that (a) you have expressly shared this address for the purpose of receiving information in the future ("opt-in"), or (b) you have registered or purchased or otherwise have an existing relationship with us. We respect your time and attention by controlling the frequency of our mailings.

If you believe you have received unwanted, unsolicited email sent via this system or purporting to be sent via this system, please forward a copy of that email with your comments to [us](#) for review.

#### **How can you stop receiving email from us?**

If you wish to cease receiving email from us, or to change your expressed interests, please send us a brief message via our website, and we will promptly unsubscribe your email address from our records.

#### **How we protect your privacy**

We use appropriate security measures to protect against the loss, misuse and alteration of data used by our system.

#### **Sharing and Usage**

We will never share, sell, or rent individual personal information with anyone for their promotional use without your advance permission or unless ordered by a court of law. Information submitted to us is only available to employees managing this information for the purpose of contacting you or sending you emails based on your request for information, and to contracted service providers for the purpose of providing services relating to our communications with you.

#### **Use of Web Beacons**

When we send you emails, we may include a web beacon to allow us to determine the number of people who open our emails. When you click on a link in an email, we may record this individual response to allow us to customize our service to you. Web beacons collect only limited information, such as a cookie identifier, time and date of a page being viewed, and a description of the page on which the Web Beacon resides (the URL). Web Beacons can be refused when delivered via email. If you do not wish to receive Web Beacons via email, you will need to disable HTML images or refuse HTML (select Text only) emails via your email software.

#### **Privacy Policy Changes**

You are encouraged to revisit this [PDF document online](#) occasionally, as changes made to it will be posted online.