

Privacy Policy

Effective Date: August 2, 2025

This Privacy Policy explains how Akita Inaka School Online collects, uses, stores, and protects your personal information when you use the platform. By using the Service, you agree to the terms of this Privacy Policy.

This website is owned and operated by **Sasuga Japan KK**.

1. Information We Collect

Account Information

1. Name
2. Email address
3. Encrypted password

Zoom Integration Data

1. Zoom user ID
2. OAuth access and refresh tokens
3. Meeting details such as meeting ID, topic, start and end time

Google Calendar Integration Data

1. Google account identifier
2. OAuth access and refresh tokens
3. Calendar event IDs
4. Event metadata such as title, date, time, and availability status (free/busy)

Meeting Metadata

1. Meeting IDs
2. Lesson topics
3. Start and end times
4. Participant lists

Recordings

1. Zoom cloud recording videos, collected only with prior approval
2. Users may request deletion of recordings by emailing **office@japaneseforme.com**
3. All approved deletion requests are processed within **30 days**

2. How We Use Your Data

1. To schedule, manage, reschedule, and cancel online lessons
2. To sync lesson bookings with Google Calendar (for teachers)
3. To check calendar availability to avoid scheduling conflicts
4. To send meeting links, reminders, and service notifications
5. To provide teachers with attendance and lesson summary reports

3. Data Storage and Security

1. All data is stored on secure servers with encryption at rest (AES-256).
2. Data in transit is protected using TLS 1.2 or higher.
3. OAuth tokens for Zoom and Google are encrypted and securely stored.
4. Access to sensitive data is restricted to authorized systems only.

4. Data Sharing

1. We do not sell, rent, or share personal data with third parties for marketing or advertising purposes.
2. Data is shared only with:
3. **Zoom**, for lesson hosting and recordings
4. **Google**, for calendar synchronization
5. All data sharing is performed strictly in accordance with the respective service providers' policies.

5. Data Retention

1. User and meeting-related data is retained for as long as the account remains active or as required to provide the Service.
2. OAuth tokens are revoked and deleted upon account disconnection.
3. Users may request full or partial data deletion at any time by contacting support.

6. Children's Privacy

1. Our Service is not intended for users under the age of 16 without parental or guardian consent and supervision.
2. We do not knowingly collect personal data from children.
3. If such data is identified, appropriate steps will be taken to delete it promptly.

7. Your Rights

1. You have the right to access, update, or delete your personal data.
2. You may disconnect your Zoom or Google account at any time from your account settings.
3. To exercise your rights, contact office@akitainakaschool.com.

8. Changes to This Policy

1. We may update this Privacy Policy from time to time.
2. Updates will be reflected by revising the "Effective Date" above.
3. We encourage periodic review of this policy.

9. Contact Us

If you have any questions or concerns regarding this Privacy Policy, please contact us at: office@akitainakaschool.com