

TERMS OF USE AND PRIVACY POLICY

Effective Date: 1 January 2021

Welcome to **Zikura International College**. By accessing and using this platform and related services, you agree to comply with the following **Terms of Use** and **Privacy Policy**. If you do not agree, please do not use this service.

1. TERMS OF USE

1.1 Acceptance of Terms

By using **Online Services of Zikura International College**, you acknowledge that you have read, understood, and agreed to be bound by these Terms of Use.

1.2 User Responsibilities

- You must use the Service in compliance with applicable laws and institutional policies.
- You are responsible for maintaining the confidentiality of your login credentials.
- You shall not engage in activities that disrupt or harm the Service, including but not limited to hacking, distributing malware, or unauthorized data access.
- If by any chance any unrelated data of the organization is exposed to you, you must hold the confidentiality, dispose of it immediately, and inform the organization.

1.3 Intellectual Property

- All content, including course materials, software, and documentation, remains the property of **Zikura International College** or its licensors.
- You may not reproduce, modify, or distribute content without prior written permission.

1.4 Prohibited Activities

Users are prohibited from:

- Sharing their accounts with others.
- Uploading illegal, offensive, or harmful content.
- Attempting to bypass security measures or gain unauthorized access.

1.5 Termination of Access

The institution reserves the right to suspend or terminate access if users violate these Terms.

2. PRIVACY POLICY

2.1 Data Collection

We collect the following types of data:

- **Personal Information:** Name, email, student/staff ID, and login credentials.
- **Usage Data:** IP address, login activity, and interactions within the platform.

2.2 How We Use Your Data

Your data is used for the following purposes:

- To provide and improve the Service.
- To track academic progress and facilitate learning.
- To enhance security and prevent unauthorized access.
- To comply with legal and institutional requirements.

2.3 Data Sharing

We do not sell or rent user data. However, we may share it with:

- **Institutional administrators** for academic and administrative purposes.
- **Legal authorities** if required by law.
- **Third-party service providers** only when necessary for service functionality (e.g., hosting, analytics).

2.4 Data Security

We implement industry-standard security measures to protect your data. However, users are also responsible for safeguarding their credentials and reporting suspicious activity.

2.5 Data Retention

Your data will be retained for as long as necessary to provide the Service, comply with legal obligations, or support academic records.

2.6 Your Rights

You have the right to:

- Access and review your personal data.
- Request corrections to inaccurate information.
- Request deletion of your data (subject to academic and legal requirements).

For any privacy-related inquiries, contact info@zikura.edu.mv.

3. CHANGES TO TERMS AND PRIVACY POLICY

We may update these Terms and Privacy Policy from time to time. Continued use of the Service after changes are posted constitutes acceptance of the revised terms.

4. CONTACT INFORMATION

For questions or concerns, please contact: **Zikura International College**

Email: info@zikura.edu.mv

Phone: +960-6862562

By using studentservice.zikura.edu.mv, you acknowledge that you have read and agree to these Terms and Privacy Policy.