

Privacy Policy

Effective date: 10 October 2026

1. Introduction

Early Genius is the early childhood education initiative of LCCI Global Qualifications (LCCI GQ), based in Lalitpur, Nepal. In this policy, “Early Genius”, “we”, “us” and “our” mean Early Genius by LCCI GQ.

This policy explains what personal information we collect through our website, why we collect it, and how we protect it. It covers the website, our enquiry and admission forms, and messages you send us by phone, email or WhatsApp.

We handle personal information in line with Nepal's Individual Privacy Act, 2075 (2018). By using our website or sending us an enquiry, you agree to the practices described here.

2. Information we collect

We collect only what you choose to give us, plus basic technical data that any website receives.

- **Contact / enquiry form:** Your name, phone number, email address, school or organisation name (if any), what you are interested in (school partnership or general enquiry), and your message
- **Admission enquiry form:** Parent or guardian name, phone number and email; child's name and age or date of birth; preferred programme (Beginners, Level-1 or Level-2); preferred partner school; district; and any message you add
- **Phone, email and WhatsApp:** Your name, phone number or email, and the content of your messages
- **Brochure downloads:** We do not ask for personal details to download our brochures
- **Technical data:** IP address, browser type, device type, pages visited and time of visit, collected automatically by our hosting provider and any analytics tools we use

We do not knowingly collect sensitive information such as health, religion, caste or financial details. Please do not include it in your messages.

3. How we use your information

We use your information only for the purpose you gave it to us:

- To reply to your enquiry by phone, email or WhatsApp
- To connect parents with the right Early Genius partner school and confirm programme availability
- To discuss curriculum adoption and partnership with schools
- To arrange school visits, demos, calls or consultations
- To send information you asked for, such as brochures or programme details
- To keep our website secure and understand how it is used, so we can improve it

We will only send you newsletters or promotional messages if you ask for them, and you can stop them at any time. We do not sell or rent your personal information.

4. Children's information

Our programmes are for children aged about 2 to 6, so we take extra care with their information.

- Children cannot use our forms. Only a parent or legal guardian may submit an admission enquiry about a child.
- We collect only the child details needed to match them to a programme and school: name, age or date of birth, and preferred programme.
- We share a child's details only with the partner school the parent selected, and only to process the admission enquiry.
- We do not use children's information for marketing.

- We do not publish photos or videos of identifiable children on our website or social media without the written consent of a parent or guardian.

If you believe a child's information was submitted without a parent's permission, contact us and we will delete it.

5. Who we share information with

We share personal information only when needed to answer your enquiry or run our website:

- **Partner schools.** Admission enquiries go to the partner school you choose. That school may contact you directly about admission.
- **LCCI GQ.** Early Genius is part of LCCI Global Qualifications, so our LCCI GQ team may handle your enquiry.
- **Service providers.** Companies that host our website, run our forms and deliver our email. They may use your information only to provide their service to us.
- **Legal requirements.** Government authorities, if Nepali law or a court order requires it.

We do not share your information with Oxford University Press or Oxford Advantage unless you ask us to, or it is needed to register a student on the Oxford Advantage learning platform (LMS) after enrolment.

Third-party sites. Our website links to Facebook, Instagram, YouTube, LinkedIn, WhatsApp and partner school websites. When you visit them or message us there, their own privacy policies apply, not this one.

6. Cookies, retention and security

Cookies. Our website uses only the cookies and similar technologies needed for it to work and, if enabled, basic analytics that show how many people visit and which pages they view. We do not use advertising cookies. You can block or delete cookies in your browser settings; the site will still work.

How long we keep information

- **General and partnership enquiries:** Up to 2 years after our last contact with you
- **Admission enquiries (including child details):** Up to 1 year, or until the admission is decided, whichever is sooner
- **Technical and analytics data:** Up to 12 months

After that, we delete the information or make it anonymous.

Security. Our website uses HTTPS encryption. Only authorised Early Genius and LCCI GQ staff can see enquiry data, and we ask partner schools to protect it in the same way. No online system is completely secure, but we take reasonable steps to prevent loss, misuse and unauthorised access.

7. Your rights and how to contact us

You can ask us at any time to:

- Tell you what personal information we hold about you or your child
- Correct information that is wrong or out of date
- Delete your information or your child's information
- Stop contacting you

To make a request, contact us using the details below. We will reply within 15 working days. We may ask you to confirm your identity first.

Changes to this policy. We may update this policy from time to time. The latest version will always be on this page, with its effective date at the top. If we make important changes, we will say so on our website.

Contact us

Early Genius by LCCI GQ

Click Here - <https://early-genius.com/contact>