



## **Overview:**

At Telra Institute, we value your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you opt-in to receive SMS/text messages from us.

## **Information We Collect**

When you sign up for our SMS/texting services, we may collect the following information:

- Phone Number: Required to send you SMS/text messages.
- Name: Optional, but helps personalize our messages.
- Consent Records: To document your opt-in to our SMS/texting services.

## **How We Use Your Information**

We use the information we collect to:

- Send you updates, opportunities to engage with our school, emergency alerts, and other information via SMS/text messages.
- Respond to your inquiries and provide customer support.
- Monitor and analyze trends, usage, and activities related to our SMS/texting services.
- Improve our services and develop new features.

## **Sharing Your Information**

We do not sell, trade, or otherwise transfer your personal information to outside parties except as described in this Privacy Policy. We may share your information with:

- Service Providers: Third-party vendors who assist us in operating our SMS/texting services and conducting our business.
- Legal Compliance: When required by law, such as to comply with a subpoena, or similar legal process.
- Business Transfers: In connection with a merger, sale of company assets, or other business transaction.

## **Your Choices**

You may opt out of receiving SMS/text messages from us at any time by:

- Texting "STOP" to the number from which you received the message.
- Contact us at [frontdesk \[at\] telra.org](mailto:frontdesk@telra.org)

Please note that even if you opt out of receiving promotional messages, we may still send you transactional or administrative messages.

## **Data Security**



We implement a variety of security measures to maintain the safety of your personal information. However, no method of transmission over the Internet or method of electronic storage is 100% secure.

### **Children's Privacy**

Our SMS/texting services are not intended for individuals under the age of 13. We do not knowingly collect personal information from children under 13. If we become aware that we have collected information from a child under 13, we will take steps to delete such information.

### **Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website. You are advised to review this Privacy Policy periodically for any changes.

### **Contact Us**

If you have any questions or concerns about this Privacy Policy or our practices, please contact us at:

Telra Institute  
4150 McKee Rd  
Charlotte, NC 28270

Frontdesk [at] telra.org  
704-727-2530