

Lookup Pathway, owned and operated by **Judith A. Silva** ("Lookup Pathway", "Company", "we", "our", or "us")

Section 1

Introduction, Acceptance of the Privacy Policy, Definitions and Scope

Effective Date

July 21, 2026

INTRODUCTION

Lookup Pathway ("**Lookup Pathway**", "**Company**", "**we**", "**our**", or "**us**") is a sole proprietorship owned and operated by **Judith A. Silva**. Lookup Pathway is committed to respecting and protecting the privacy of every individual who visits our website, purchases our products or services, participates in our educational programs, subscribes to our memberships, listens to our podcasts, watches our videos, downloads our resources, attends our events, or otherwise interacts with Lookup Pathway.

This Privacy Policy explains how Lookup Pathway collects, uses, stores, protects, shares, retains, and disposes of personal information obtained through our website, online learning platforms, electronic communications, educational programs, digital products, consulting services, podcasts, webinars, memberships, social media platforms, mobile applications, third-party services, and any other products or services provided by Lookup Pathway.

We recognize the importance of protecting the privacy of parents, legal guardians, students, donors, subscribers, visitors, customers, and all other individuals who interact with Lookup Pathway. We are committed to handling personal information responsibly and in accordance with applicable Canadian privacy legislation.

This Privacy Policy should be read together with our Terms and Conditions, Refund Policy, Code of Conduct, Copyright Policy, and any other agreements governing the use of Lookup Pathway's products and services. Where another written agreement specifically applies to a particular service, both documents shall apply unless expressly stated otherwise.

ACCEPTANCE OF THIS PRIVACY POLICY

By accessing or using the Lookup Pathway website, social media, registering a student, purchasing any product or service, making a donation, subscribing to any membership, enrolling in an online course, attending a webinar or event, requesting consulting services, downloading educational resources, participating in a live online class, joining a podcast community,

communicating with Lookup Pathway, or making payment of any kind to Lookup Pathway, the Parent or Legal Guardian acknowledges and agrees that they have:

- read this Privacy Policy in its entirety;
- understood the contents of this Privacy Policy;
- had the opportunity to ask questions regarding this Privacy Policy;
- voluntarily consented to the collection, use, disclosure, storage, processing, and retention of personal information as described in this Privacy Policy; and
- agreed to be legally bound by the terms contained herein.

Payment for any product or service constitutes the Parent or Legal Guardian's acceptance of this Privacy Policy and all related policies governing the use of Lookup Pathway's services.

If you do not agree with any provision contained in this Privacy Policy, you must not access the Lookup Pathway website, register a student, purchase products or services, make donations, or use any services offered by Lookup Pathway.

WHO THIS PRIVACY POLICY APPLIES TO

This Privacy Policy applies to all individuals who interact with Lookup Pathway, including but not limited to:

- Parents;
- Legal Guardians;
- Students;
- Homeschooling families;
- Website visitors;
- Customers;
- Donors;
- Podcast listeners;
- YouTube viewers;
- Webinar attendees;
- Consulting clients;

- Course participants;
 - Membership subscribers;
 - Individuals communicating with Lookup Pathway through email, social media, messaging platforms, or other electronic communications; and
 - Any other person who voluntarily provides personal information to Lookup Pathway.
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DEFINITIONS

For the purposes of this Privacy Policy, the following definitions apply:

"Company"

"Company," "Lookup Pathway," "we," "our," or "us" refers to **Lookup Pathway**, owned and operated by **Judith A. Silva**, including its website, products, educational services, memberships, consulting services, digital resources, online courses, podcasts, videos, social media pages, webinars, publications, and all associated business activities.

"Parent"

"Parent" means an individual who is eighteen (18) years of age or older and who is the biological parent, adoptive parent, legal guardian, or other person legally authorized to make educational, contractual, and privacy-related decisions on behalf of a child.

"Legal Guardian"

A Legal Guardian means a person who possesses lawful authority to act on behalf of a minor and who is authorized to enter into legally binding agreements concerning the education and participation of the student.

"Student"

A Student means any child or minor under eighteen (18) years of age who participates in, enrolls in, accesses, or benefits from any Lookup Pathway educational service, product, course, membership, consultation, tutoring, webinar, digital download, podcast resource, product, or related activity.

"Personal Information"

Personal Information means any information that identifies or could reasonably identify an individual either directly or indirectly, including but not limited to:

- name;
- home address;
- mailing address;
- email address;
- telephone number;
- date of birth;
- student information;
- educational records;
- payment information;
- attendance records;
- assessment results;
- communications;
- recordings;
- photographs;
- technical information;
- internet identifiers;
- device information;
- IP addresses; and
- any other information protected under applicable privacy legislation.

"Third-Party Service Provider"

A Third-Party Service Provider means any external organization, platform, application, software provider, payment processor, hosting company, cloud storage provider, social media platform, communication platform, educational platform, analytics provider, artificial intelligence

provider, podcast distributor, or similar organization used by Lookup Pathway to deliver products or services.

The Company uses a variety of third-party service providers to assist in delivering its website, educational programs, payment processing, communications, customer support, marketing, and other business operations.

Personal information collected by the Company may be transmitted to, processed by, or stored with these third-party providers where reasonably necessary to provide the Company's products and Services.

While the Company takes reasonable steps to select reputable service providers, each third-party provider operates independently and maintains its own privacy policies, terms of service, security practices, and legal obligations.

Accordingly, personal information processed through third-party providers may also be subject to the privacy policies and legal terms of those providers. Parents are encouraged to review the applicable privacy policies of any third-party platform they choose to use in connection with the Company's Services.

The Company's use of third-party providers does not transfer ownership of personal information to those providers, except as necessary to deliver the requested Services or as otherwise permitted or required by law.

"Website"

Website includes the official Lookup Pathway website, all associated webpages, online stores, membership portals, blogs, landing pages, learning platforms, video platforms, downloadable resources, and any future websites owned or operated by Lookup Pathway.

SCOPE OF THIS PRIVACY POLICY

This Privacy Policy governs all personal information collected by Lookup Pathway through:

- our website;
- online store;
- memberships;
- online courses, live or pre-recorded;

- tutoring services;
- homeschooling consultations;
- webinars;
- podcasts;
- YouTube videos;
- digital downloads;
- printable products;
- electronic communications;
- newsletters;
- social media platforms;
- online chats, including website chat features and messaging platforms;
- emails communications;
- customer service interactions;
- payment processing;
- educational platforms;
- online events;
- surveys;
- contests;
- promotions;
- and any future products or services offered by Lookup Pathway.

This Privacy Policy applies regardless of whether services are delivered electronically, virtually, in writing, through audio, video, digital download, cloud-based services, or by any other lawful means.

Section 2

Children's Privacy, Parent Responsibilities, Consent, Third-Party Platforms, and Assumption of Risk

CHILDREN'S PRIVACY

Lookup Pathway is committed to protecting the privacy of children and recognizes that minors require additional safeguards when participating in online educational programs.

Lookup Pathway primarily provides educational products and services intended for homeschooling families. While students under the age of eighteen (18) may participate in educational programs, courses, tutoring, consultations, webinars, podcasts, memberships, downloadable resources, and other educational activities, all registrations, purchases, enrollments, memberships, subscriptions, donations, and contractual agreements must be completed exclusively by the Parent or Legal Guardian.

Lookup Pathway does not knowingly enter into contracts with minors, nor does it knowingly permit a child under eighteen (18) years of age to independently purchase products, register for services, or enter into legally binding agreements.

Where applicable law requires parental consent for the collection, use, or disclosure of a child's personal information, Lookup Pathway relies upon the Parent or Legal Guardian to provide such consent on behalf of the child.

By registering a student, the Parent or Legal Guardian represents and warrants that they possess the legal authority to act on behalf of the student and to provide all necessary consents required under applicable law.

PARENTAL CONSENT

By registering a student or making payment to Lookup Pathway, the Parent or Legal Guardian expressly authorizes Lookup Pathway to collect, use, disclose, retain, and process the student's personal information as reasonably necessary to provide educational services or products.

Such authorization includes, but is not limited to:

- student registration;
- attendance records;
- educational records;

- assignments;
- quizzes, assessments, tests, and exams;
- communications;
- technical support;
- course administration;
- learning management systems;
- virtual classroom participation;
- customer service;
- payment administration;
- membership administration;
- security monitoring;
- fraud prevention;
- record keeping;
- legal compliance; and
- any other legitimate educational or business purpose consistent with this Privacy Policy.

The Parent or Legal Guardian further acknowledges that this consent remains effective throughout the student's participation with Lookup Pathway unless withdrawn in accordance with applicable law.

Withdrawal of consent may limit or prevent Lookup Pathway from providing educational services or products.

PARENT RESPONSIBILITIES

The Parent or Legal Guardian acknowledges and agrees that they remain solely responsible for their child's participation in all Lookup Pathway services or products.

Without limiting the foregoing, the Parent or Legal Guardian accepts responsibility for:

- supervising the student's participation in all online activities;
- monitoring the student's communications;

- ensuring appropriate internet safety practices;
- maintaining secure passwords;
- protecting login credentials;
- supervising access to educational platforms;
- determining what personal information the student shares;
- maintaining secure computer systems and internet connections;
- ensuring that software and devices are properly updated;
- reviewing assignments and educational progress;
- ensuring compliance with applicable homeschooling legislation;
- ensuring compliance with the Lookup Pathway Code of Conduct;
- ensuring respectful behaviour toward instructors and other participants;
- promptly notifying Lookup Pathway of changes to contact information; and
- ensuring the accuracy of all information provided during registration.

Parents remain solely responsible for the supervision, safety, conduct, wellbeing, and online activities of their children at all times.

INFORMATION PROVIDED BY PARENTS

The Parent or Legal Guardian represents and warrants that all information provided during registration is complete, accurate, truthful, and current.

Parents agree to promptly notify Lookup Pathway whenever any information changes, including but not limited to:

- mailing address;
- email address;
- telephone number;
- emergency contact information;
- legal guardianship;
- student information;

- payment information; or
- any information reasonably necessary to administer educational services or products.

Lookup Pathway shall not be responsible for any loss arising from inaccurate, incomplete, outdated, or misleading information supplied by a Parent or Legal Guardian.

THIRD-PARTY PLATFORMS

Lookup Pathway utilizes a variety of third-party platforms, software providers, cloud services, communication systems, educational technologies, payment processors, and online applications in order to provide educational products and services.

These providers may include, but are not limited to:

- Wix;
- Wix Payments;
- Moneris;
- Zoom;
- Google Classroom;
- Google Workspace;
- Google Drive;
- Google Meet;
- Microsoft;
- Microsoft Teams;
- Microsoft OneDrive;
- Microsoft Office;
- Facebook;
- Instagram;
- Messenger;
- YouTube;
- Spotify;

- Apple Podcasts;
- RSS.com;
- Riverside.fm;
- Canva;
- Dropbox;
- Mailchimp;
- email service providers;
- payment processors;
- cloud storage providers;
- analytics providers;
- artificial intelligence providers;
- website hosting providers; and
- any additional third-party services Lookup Pathway reasonably determines are necessary to provide products or services.

Lookup Pathway may add, replace, discontinue, or modify third-party providers at any time without prior notice.

RESPONSIBILITY FOR THIRD-PARTY POLICIES

Each third-party provider maintains its own:

- Privacy Policy;
- Terms of Service;
- User Agreement;
- Community Standards;
- Acceptable Use Policy;
- Cookie Policy;
- Security Practices; and

- Data Collection Policies.

These documents are independent of Lookup Pathway and are not controlled, maintained, interpreted, or enforced by Lookup Pathway.

The Parent or Legal Guardian acknowledges and agrees that it is **their sole responsibility** to:

- locate;
- read;
- understand;
- periodically review; and
- comply with

all Privacy Policies, Terms of Service, User Agreements, Community Standards, and other legal agreements governing each third-party platform used by Lookup Pathway.

Failure to review these third-party policies does not relieve the Parent or Legal Guardian of their obligations.

CONSENT TO THIRD-PARTY SERVICES

By registering a student or making payment to Lookup Pathway, the Parent or Legal Guardian expressly authorizes Lookup Pathway to utilize third-party providers as reasonably necessary to deliver educational services or products.

The Parent or Legal Guardian further acknowledges that personal information may be transmitted, processed, stored, backed up, analyzed, or otherwise handled through these third-party providers.

Lookup Pathway does not control the collection, storage, security, retention, disclosure, processing, deletion, or use of information once it has been lawfully transmitted to a third-party provider in accordance with the services requested by the Parent or Legal Guardian.

NO RESPONSIBILITY FOR THIRD-PARTY SERVICES

To the fullest extent permitted by law, Lookup Pathway shall not be liable for any acts, omissions, errors, interruptions, outages, delays, data breaches, privacy incidents, security failures, unauthorized access, cyberattacks, technical failures, software defects, policy changes, service interruptions, account suspensions, data loss, or other actions arising from or relating to any third-party provider.

The Parent or Legal Guardian expressly releases Lookup Pathway, its owner, employees, contractors, volunteers, agents, affiliates, successors, and assigns from any and all claims, demands, damages, liabilities, losses, expenses, costs, or causes of action arising directly or indirectly from the use of third-party platforms.

ASSUMPTION OF RISK

The Parent or Legal Guardian understands and acknowledges that participation in online education involves inherent risks, including but not limited to:

- internet service interruptions;
- hardware failures;
- software incompatibilities;
- cybersecurity incidents;
- unauthorized access;
- cloud storage risks;
- third-party system failures;
- accidental disclosure of information;
- technology malfunctions;
- service outages;
- electronic communications failures; and
- other risks beyond the reasonable control of Lookup Pathway.

The Parent or Legal Guardian voluntarily assumes all such risks associated with participation in Lookup Pathway's educational programs.

NO GUARANTEE OR WARRANTY

Lookup Pathway makes no representation or guarantee or warranty, whether express, implied, statutory, or otherwise, that:

- third-party platforms will remain continuously available;
- electronic communications will be secure;

- information transmitted electronically will remain free from interception;
- data storage systems will be completely secure;
- educational platforms will be uninterrupted;
- software will operate without error; or
- third-party providers will comply with their published privacy policies.

All products and services are provided on an "as is" and "as available" basis to the fullest extent permitted by law.

Collection, Use, Processing, Storage, Retention, and Disclosure of Personal Information

COLLECTION OF PERSONAL INFORMATION

Lookup Pathway collects only the personal information that is reasonably necessary to provide educational products, services, memberships, consultations, online learning opportunities, digital resources, customer support, and related business operations.

Personal information may be collected directly from Parents or Legal Guardians, indirectly through authorized third-party service providers, automatically through the use of our website and online platforms, or from other lawful sources authorized by the Parent or Legal Guardian.

Parents are encouraged to provide only the information reasonably necessary to participate in Lookup Pathway's services. Parents should not voluntarily provide sensitive personal information unless specifically requested by Lookup Pathway in writing via company email or required for the administration of educational services.

Lookup Pathway reserves the right to refuse or delete information that is unnecessary for the delivery of its products or services.

TYPES OF PERSONAL INFORMATION WE MAY COLLECT

Depending upon the products or services requested, Lookup Pathway may collect one or more of the following categories of personal information.

Parent or Legal Guardian Information

This may include:

- full legal name;
- mailing address;
- billing address;
- telephone number;
- mobile telephone number;
- email address;
- emergency contact information;
- preferred method of communication;
- payment information;
- transaction history;
- membership information;
- correspondence with Lookup Pathway;
- customer support communications;
- survey responses; and
- any other information voluntarily provided.

Student Information

Where reasonably necessary to provide educational services or products, Lookup Pathway may collect information regarding a student, including but not limited to:

- first and last name;
- preferred name;
- age;
- date of birth;
- grade level;

- province or territory of residence;
- educational goals;
- attendance records;
- educational records;
- course registrations;
- assignments;
- quizzes;
- projects;
- assessment results;
- certificates of completion;
- accommodations voluntarily disclosed by the Parent;
- communications relating to educational services;
- technical support records;
- participation records; and
- any other information reasonably necessary to provide educational services.

Lookup Pathway requests that Parents avoid providing unnecessary sensitive personal information concerning their child.

Financial Information

Payments for products and services may require collection of financial information.

Depending upon the payment method selected, financial information may include:

- payment amount;
- payment date;
- payment method;
- billing address;
- transaction identification numbers;

- invoices;
- receipts;
- payment confirmations;
- refunds;
- credits; and
- other payment-related information.

Lookup Pathway does **not** intentionally retain complete credit card information unless required by applicable law or authorized payment processors.

Financial information submitted through third-party payment processors is governed by the privacy policies and security practices of those payment providers.

Technical Information

When you visit the Lookup Pathway website or access our online services, certain technical information may automatically be collected.

This information may include:

- Internet Protocol (IP) address;
- browser type;
- browser version;
- operating system;
- device identifiers;
- device type;
- internet service provider;
- language preferences;
- time zone;
- pages visited;
- referral websites;
- date and time of access;

- session duration;
- clickstream information;
- error reports;
- crash reports;
- usage statistics; and
- similar technical information.

This information is generally collected automatically through cookies, server logs, analytics software, and similar technologies.

COOKIES AND SIMILAR TECHNOLOGIES

Lookup Pathway may use cookies, pixels, web beacons, local storage technologies, and similar technologies to improve the performance, security, and functionality of our website.

Cookies may be used, but not limited to :

- remember user preferences;
- improve website performance;
- authenticate users;
- maintain login sessions;
- improve security;
- analyze website traffic;
- identify technical problems;
- measure website performance;
- improve customer experience;
- remember language preferences;
- assist with website administration; and
- support legitimate business operations.

Most web browsers permit users to refuse or delete cookies.

Disabling cookies may affect the availability or functionality of certain portions of the Lookup Pathway website.

ANALYTICS

Lookup Pathway may utilize website analytics tools to better understand how visitors interact with our website.

Analytics information may include:

- number of visitors;
- pages viewed;
- navigation patterns;
- referring websites;
- device information;
- browser information;
- geographic region;
- session duration;
- downloads;
- click activity; and
- website performance metrics.

Analytics information is used solely for legitimate business purposes, including improving website functionality, educational resources, customer experience, marketing effectiveness, and business planning.

HOW WE USE PERSONAL INFORMATION

Lookup Pathway may collect, use, store, process, disclose, or retain personal information for legitimate educational and business purposes.

These purposes may include:

- registering students;
- delivering educational services or products;

- administering memberships;
- providing customer support;
- responding to inquiries;
- communicating with Parents;
- scheduling consultations;
- providing tutoring;
- administering online courses;
- evaluating student participation;
- maintaining attendance records;
- processing assignments;
- issuing certificates;
- processing payments;
- issuing invoices and receipts;
- administering refunds;
- maintaining financial records;
- complying with legal obligations;
- protecting legal rights;
- preventing fraud;
- resolving disputes;
- improving educational services;
- improving website functionality;
- improving customer service;
- evaluating business performance;
- conducting research and analysis;
- marketing products and services where permitted by law;
- enforcing agreements;

- protecting the security of our systems; and
 - any other lawful purpose reasonably related to the operation of Lookup Pathway.
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COMMUNICATIONS

Lookup Pathway may communicate with Parents or Legal Guardians through various methods, including:

- email;
- telephone;
- text message;
- social media messaging;
- video conferencing;
- newsletters;
- electronic announcements;
- website notifications;
- learning management systems; and
- other reasonable communication methods.

Communications may include:

- registration confirmations;
- invoices;
- receipts;
- payment reminders;
- course announcements;
- schedule changes;
- assignment reminders;
- educational updates;
- newsletters;

- customer support responses;
- security notifications;
- policy updates; and
- other communications reasonably related to Lookup Pathway's services.

Parents are responsible for maintaining current and accurate contact information.

Lookup Pathway shall not be responsible for missed communications resulting from outdated or inaccurate contact information.

DISCLOSURE OF PERSONAL INFORMATION

Lookup Pathway does not sell personal information.

Personal information may be disclosed only where reasonably necessary, but not limited to:

- provide educational services;
- process payments;
- administer memberships;
- provide customer support;
- operate third-party educational platforms;
- comply with legal obligations;
- comply with court orders;
- comply with lawful governmental requests;
- enforce agreements;
- protect legal rights;
- investigate fraud;
- protect the safety of students or others;
- defend legal claims;
- facilitate business operations; or
- where otherwise permitted or required by law.

Any disclosure shall be limited to the information reasonably necessary for the purpose for which it is disclosed.

RETENTION OF PERSONAL INFORMATION

Lookup Pathway retains personal information only for as long as reasonably necessary to:

- provide educational services;
- administer memberships;
- comply with legal obligations;
- satisfy accounting requirements;
- resolve disputes;
- enforce agreements;
- protect legal rights;
- maintain historical business records; and
- satisfy other legitimate business purposes.

Once personal information is no longer reasonably required, Lookup Pathway may securely destroy, permanently delete, anonymize, or otherwise dispose of the information in accordance with applicable laws and commercially reasonable practices.

Lookup Pathway reserves the right to retain records where required or permitted by applicable law, including for legal, accounting, taxation, insurance, dispute resolution, regulatory, or evidentiary purposes.

ACCURACY OF INFORMATION

Parents and Legal Guardians are responsible for ensuring that all personal information provided to Lookup Pathway remains complete, accurate, and current.

Lookup Pathway relies upon the accuracy of the information supplied by Parents and Legal Guardians.

Lookup Pathway shall not be responsible for losses, delays, or errors resulting from inaccurate, incomplete, misleading, or outdated information supplied by a Parent or Legal Guardian.

Parents should promptly notify Lookup Pathway whenever personal information changes.

Security, Student Records, Class Recordings, Artificial Intelligence, International Data Transfers, Marketing Communications, and Your Privacy Rights

SECURITY OF PERSONAL INFORMATION

Lookup Pathway is committed to protecting the confidentiality, integrity, and security of personal information entrusted to us. We implement commercially reasonable administrative, technical, and physical safeguards designed to reduce the risk of unauthorized access, disclosure, alteration, destruction, misuse, or loss of personal information.

These safeguards may include, where appropriate:

- password-protected systems;
- encrypted communications where reasonably available;
- secure website hosting;
- secure cloud storage services;
- access controls;
- user authentication procedures;
- software updates;
- firewalls;
- anti-malware protection;
- backup systems;
- employee and contractor confidentiality obligations; and
- other security measures appropriate to the nature of our business.

Despite our efforts, no method of electronic transmission, cloud storage, internet communication, wireless network, software application, website, mobile device, computer system, or electronic storage system can be guaranteed to be completely secure.

Accordingly, Lookup Pathway does not warrant or guarantee the absolute security of personal information transmitted electronically.

The Parent or Legal Guardian acknowledges and accepts that all electronic communications involve inherent security risks beyond the reasonable control of Lookup Pathway.

RESPONSIBILITY FOR ACCOUNT SECURITY

Parents and Legal Guardians are solely responsible for maintaining the confidentiality and security of:

- usernames;
- passwords;
- login credentials;
- authentication methods;
- personal devices;
- internet connections; and
- any other information used to access Lookup Pathway services.

Parents agree to:

- immediately notify Lookup Pathway of any suspected unauthorized access;
- maintain secure passwords;
- avoid sharing login credentials;
- ensure students do not disclose passwords to others;
- keep devices reasonably protected from unauthorized use;
- install software updates when available; and
- use secure internet connections whenever reasonably possible.

Lookup Pathway shall not be responsible for losses or damages resulting from a Parent's failure to adequately protect login credentials or devices.

DATA BREACHES

Although Lookup Pathway strives to protect personal information using commercially reasonable safeguards, no organization can guarantee that security incidents will never occur.

In the event Lookup Pathway becomes aware of a privacy breach affecting personal information under its control, Lookup Pathway will respond in accordance with applicable Canadian privacy legislation.

Where required by law, Lookup Pathway will:

- investigate the incident;
- take reasonable steps to reduce further risk;
- notify affected individuals where legally required;
- report the breach to applicable regulatory authorities where required; and
- maintain records relating to reportable privacy breaches.

Nothing contained in this Privacy Policy shall be interpreted as guaranteeing that privacy breaches can never occur.

STUDENT EDUCATIONAL RECORDS

Lookup Pathway may create and maintain educational records relating to students participating in its educational programs.

Educational records may include:

- course registrations;
- attendance records;
- assignments;
- quizzes;
- projects;
- examinations;
- grades;
- assessment results;
- instructor observations;
- certificates of completion;
- educational accommodations voluntarily disclosed;
- participation records;
- communications relating to educational services; and
- administrative records necessary for the operation of Lookup Pathway.

Educational records are maintained solely for legitimate educational, administrative, legal, accounting, insurance, regulatory, historical, and business purposes.

Lookup Pathway reserves the right to determine the format, organization, and retention period of educational records, subject to applicable law.

CLASS RECORDINGS

Lookup Pathway may record live online classes, webinars, workshops, consultations, meetings, training sessions, and educational presentations.

Recordings may contain:

- student names;
- parent names;
- voices;
- video images;
- screen sharing;
- chat messages;
- assignments;
- educational discussions;
- presentations;
- instructional materials; and
- other information voluntarily shared during participation.

Recordings may be created for purposes including:

- educational review;
- quality assurance;
- instructor training;
- student review;
- technical support;
- security;

- dispute resolution;
- business continuity;
- legal compliance; and
- other legitimate educational or administrative purposes.

Unless expressly stated otherwise in writing, recordings remain the exclusive property of Lookup Pathway.

Lookup Pathway will not intentionally publish identifiable student recordings for public marketing purposes without obtaining any additional consent required by applicable law.

Parents are responsible for ensuring that their child's participation environment is appropriate and that confidential information is not unintentionally shared during recorded sessions.

PHOTOGRAPHS, AUDIO, AND VIDEO

From time to time, Lookup Pathway may create or receive photographs, audio recordings, screenshots, or video recordings in connection with educational services.

Unless separate written consent is obtained, Lookup Pathway will not intentionally use identifiable images of students for public advertising or promotional purposes where such consent is required by applicable law.

Nothing in this section limits Lookup Pathway's right to maintain recordings for internal educational, administrative, security, legal, or quality assurance purposes.

ARTIFICIAL INTELLIGENCE AND AUTOMATED TECHNOLOGIES

Lookup Pathway may use artificial intelligence ("AI"), machine learning technologies, automated software tools, grammar assistants, transcription services, productivity software, educational technologies, search technologies, analytics platforms, or similar technologies to improve educational services, products, and business operations.

Such technologies may be used for purposes including:

- preparing educational materials;
- improving customer support;
- generating transcripts;

- improving accessibility;
- organizing information;
- enhancing productivity;
- improving website functionality;
- detecting spam or fraudulent activity;
- administrative assistance; and
- other legitimate business purposes.

Where AI services are provided by third-party companies, the Parent or Legal Guardian acknowledges that information processed through such services may also be subject to the privacy policies and terms of service of those providers.

Lookup Pathway does not guarantee or warranty the accuracy, completeness, or reliability of information generated by artificial intelligence systems and encourages users to independently evaluate important information.

INTERNATIONAL DATA TRANSFERS

Lookup Pathway uses cloud-based technologies and third-party service providers that may store, process, back up, or transmit information outside Canada.

Personal information may therefore be transferred to jurisdictions that have privacy laws different from those applicable in Canada.

By registering a student, making payment, or using Lookup Pathway services, the Parent or Legal Guardian acknowledges and consents to the transfer, storage, processing, and backup of personal information in other jurisdictions where reasonably necessary to provide services.

While Lookup Pathway endeavors to use reputable service providers, Lookup Pathway cannot warranty, or guarantee that privacy protections in every jurisdiction will be identical to those available under Manitoba or Canadian law.

MARKETING COMMUNICATIONS

Lookup Pathway may communicate with Parents and Legal Guardians regarding products, services, educational opportunities, newsletters, promotions, webinars, podcasts, events, memberships, surveys, announcements, and other information reasonably related to Lookup Pathway's business.

Where required by applicable law, marketing communications will be sent only with the appropriate consent.

Parents may withdraw consent to receive promotional communications by following the unsubscribe instructions contained within electronic communications or by contacting Lookup Pathway directly.

Withdrawal of marketing consent shall not affect Lookup Pathway's ability to communicate regarding:

- course registrations;
- invoices;
- receipts;
- payment confirmations;
- schedule changes;
- customer service matters;
- legal notices;
- policy updates;
- security notifications;
- account administration; or
- other communications reasonably necessary to administer services.

YOUR PRIVACY RIGHTS

Subject to applicable law, Parents and Legal Guardians may have the right to:

- request access to personal information held by Lookup Pathway;
- request correction of inaccurate personal information;
- request deletion of personal information where legally permitted;
- withdraw consent where legally permitted;
- request information regarding how personal information has been used;
- inquire regarding disclosure of personal information;

- make privacy-related complaints; and
- exercise any additional rights provided under applicable privacy legislation.

Lookup Pathway reserves the right to verify the identity and legal authority of any individual requesting access to personal information before responding to such requests.

Requests that are frivolous, repetitive, unreasonable, unlawful, or that would compromise the privacy rights of another individual may be refused where permitted by applicable law.

CORRECTING PERSONAL INFORMATION

Parents are encouraged to promptly notify Lookup Pathway whenever personal information becomes inaccurate, incomplete, outdated, or misleading.

Lookup Pathway will make reasonable efforts to correct verified inaccuracies within a reasonable period of time.

Lookup Pathway may request documentation sufficient to verify the requested correction before making changes to personal information.

WITHDRAWAL OF CONSENT

Where consent forms the legal basis for processing personal information, a Parent or Legal Guardian may withdraw consent by providing written notice to Lookup Pathway.

Withdrawal of consent shall not affect:

- information already lawfully collected;
- information already lawfully processed;
- records required to be retained by law;
- information necessary to enforce contractual rights;
- information necessary to resolve disputes;
- information required for accounting, taxation, insurance, or regulatory purposes; or
- information otherwise permitted or required to be retained under applicable law.

Parents acknowledge that withdrawal of consent may prevent Lookup Pathway from continuing to provide some or all educational services.

PRIVACY COMPLAINTS

Parents who believe Lookup Pathway has failed to comply with this Privacy Policy or applicable privacy legislation are encouraged to contact Lookup Pathway in writing.

Complaints should include sufficient information to allow Lookup Pathway to investigate the matter, including:

- the complainant's name;
- contact information;
- a description of the concern;
- relevant dates;
- supporting documentation, if available; and
- the resolution being requested.

Lookup Pathway will investigate privacy complaints and requests in good faith and respond within a reasonable period, subject to the complexity of the matter and applicable legal requirements. Before investigating a complaint, providing access to personal information, making corrections, or otherwise acting on a privacy request, the Company may require the requestor to provide reasonable proof of identity, authority, or other information necessary to verify the legitimacy of the request. The Company reserves the right to decline, delay, or limit its response until such verification has been satisfactorily completed.

Limitation of Liability, Indemnification, Third-Party Links, Policy Changes, Governing Law, Contact Information, and Final Acknowledgement

LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, Lookup Pathway, its owner, Judith A. Silva, employees, contractors, volunteers, affiliates, successors, assigns, representatives, and agents shall not be liable for any direct, indirect, incidental, consequential, special, exemplary, punitive, or other damages arising out of or relating, including but not limited to:

- the collection, use, disclosure, storage, processing, retention, or deletion of personal information;
- unauthorized access to personal information;

- unauthorized payments;
- internet interruptions;
- hardware or software failures;
- cyberattacks;
- viruses;
- malware;
- ransomware;
- identity theft;
- data breaches;
- cloud storage failures;
- communication failures;
- website outages;
- payment processor interruptions;
- educational platform interruptions;
- third-party service failures;
- loss of electronic records;
- corruption of electronic files;
- delays in communications;
- inaccuracies in information supplied by Parents or Legal Guardians;
- reliance upon information contained on the Lookup Pathway website; or
- any other event beyond the reasonable control of Lookup Pathway.

Nothing contained within this Privacy Policy shall be interpreted as creating a guarantee of absolute privacy, uninterrupted service, or complete protection against unauthorized access.

DISCLAIMER OF WARRANTIES OR GUARANTEES

Lookup Pathway provides its website, educational services, online platforms, digital resources, memberships, podcasts, webinars, downloadable materials, consultations, and all related services on an "**as is**" and "**as available**" basis.

To the fullest extent permitted by law, Lookup Pathway expressly disclaims all warranties, guarantees, representations, and conditions of every kind, whether express, implied, statutory, or otherwise, including but not limited to:

- implied warranties of merchantability;
- fitness for a particular purpose;
- non-infringement;
- uninterrupted availability;
- security of electronic communications;
- compatibility with all devices;
- error-free operation;
- freedom from viruses or malicious software;
- complete accuracy of third-party information; and
- continuous availability of third-party services.

Parents acknowledge that internet-based educational services involve inherent technological risks that cannot be completely eliminated.

THIRD-PARTY WEBSITES AND LINKS

The Lookup Pathway website, podcasts, videos, newsletters, educational materials, or other communications may contain links to third-party websites or services for the convenience of users.

These links do not constitute:

- an endorsement;
- a recommendation;
- a guarantee;

- a warranty;
- an approval;
- a sponsorship; or
- a representation

by Lookup Pathway regarding the products, services, privacy practices, security measures, content, or accuracy of any third-party website.

Lookup Pathway has no control over the content, policies, security, availability, or business practices of third-party websites.

Parents who choose to access third-party websites do so entirely at their own risk.

NO RESPONSIBILITY FOR THIRD-PARTY POLICIES

Lookup Pathway does not control and is not responsible for the Privacy Policies, Terms of Service, User Agreements, Community Standards, Cookie Policies, Acceptable Use Policies, or business practices of any third-party provider.

Parents and Legal Guardians acknowledge that they are solely responsible for reviewing and understanding the legal agreements governing every third-party platform used in connection with Lookup Pathway services.

Lookup Pathway assumes no responsibility for changes made by third-party providers to their policies, pricing, services, features, security practices, or methods of processing personal information.

INDEMNIFICATION

The Parent or Legal Guardian agrees to indemnify, defend, and hold harmless Lookup Pathway, Judith A. Silva, and their employees, contractors, volunteers, representatives, successors, affiliates, and agents from and against any and all claims, demands, actions, proceedings, liabilities, damages, losses, costs, expenses, legal fees, or judgments arising directly or indirectly from:

- the Parent's breach of this Privacy Policy;
- inaccurate information supplied during registration;
- unauthorized use of Lookup Pathway services;

- misuse of educational platforms;
- misuse of third-party services;
- violations of applicable laws;
- infringement of intellectual property rights;
- actions of the student;
- unauthorized disclosure of confidential information by the Parent or student; or
- any negligent or intentional act or omission of the Parent or student.

This obligation shall survive the termination of any relationship between the Parent and Lookup Pathway. The Company does not store complete credit card or debit card information unless specifically stated. Payments are processed through independent third-party payment service providers. The Company is not responsible for the privacy, security, availability, or performance of those third-party payment systems, except to the extent required by applicable law.

FORCE MAJEURE

Lookup Pathway shall not be liable for any delay, interruption, or failure to perform any obligation under this Privacy Policy where such delay or failure results from circumstances beyond its reasonable control.

Such circumstances may include, but are not limited to:

- natural disasters;
- fires;
- floods;
- severe weather;
- pandemics;
- epidemics;
- government actions;
- labour disputes;
- internet outages;
- utility failures;

- cyberattacks;
 - acts of terrorism;
 - civil disturbances;
 - war;
 - failures of third-party providers; or
 - other events beyond the reasonable control of Lookup Pathway.
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CHANGES TO THIS PRIVACY POLICY

Lookup Pathway reserves the right to amend, modify, update, replace, or discontinue this Privacy Policy at any time without prior notice.

Updated versions will become effective immediately upon being posted on the official Lookup Pathway website unless otherwise stated.

The Parent or Legal Guardian is responsible for periodically reviewing this Privacy Policy.

Continued use of the website or any Lookup Pathway product or service following the publication of revisions constitutes acceptance of the revised Privacy Policy.

SEVERABILITY

If any provision of this Privacy Policy is determined by a court or tribunal of competent jurisdiction to be unlawful, invalid, unenforceable, or void, that provision shall be severed from the remaining provisions.

The remaining provisions shall continue in full force and effect to the fullest extent permitted by law.

NO WAIVER

Failure by Lookup Pathway to enforce any provision of this Privacy Policy shall not constitute a waiver of that provision or any other provision.

No waiver shall be effective unless made in writing and signed by the owner of Lookup Pathway.

ENTIRE PRIVACY POLICY

This Privacy Policy constitutes the entire agreement regarding the collection, use, disclosure, storage, retention, and protection of personal information by Lookup Pathway, unless supplemented by another written agreement expressly governing a specific product or service.

This Privacy Policy should be read together with:

- Terms and Conditions;
- Refund Policy;
- Code of Conduct;
- Copyright Policy;
- Website Terms of Use; and
- any additional agreements applicable to specific Lookup Pathway services.

Where two policies address the same subject matter, they shall be interpreted together to the fullest extent possible.

GOVERNING LAW

This Privacy Policy shall be governed by and interpreted in accordance with the laws of the Province of Manitoba and the applicable federal laws of Canada.

Any dispute arising from or relating to this Privacy Policy shall be subject to the exclusive jurisdiction of the courts of the Province of Manitoba, unless applicable law requires otherwise.

Lookup Pathway will make reasonable efforts to respond to privacy-related inquiries within a reasonable period of time, subject to the complexity of the request and applicable legal requirements.

FINAL ACKNOWLEDGEMENT

By accessing the Lookup Pathway website, registering a student, purchasing any product or service, making a donation, subscribing to a membership, participating in educational programs, attending live online classes, downloading resources, purchase of products, or making payment of any kind, the Parent or Legal Guardian acknowledges that they have:

- carefully read this Privacy Policy;
- understood its contents;
- had the opportunity to seek independent advice if desired;
- understood that this Privacy Policy should be read together with the Lookup Pathway Terms and Conditions and related policies;
- consented to the collection, use, disclosure, storage, processing, retention, and deletion of personal information as described herein; and
- agreed to be legally bound by this Privacy Policy.

The Parent or Legal Guardian further acknowledges that they are solely responsible for reviewing and complying with the Privacy Policies, Terms of Service, User Agreements, and other legal documents of all third-party platforms used by Lookup Pathway.

Payment for any Lookup Pathway product or service constitutes acceptance of this Privacy Policy and all related Lookup Pathway policies.

CONTACT INFORMATION

Questions, requests, or concerns regarding this Privacy Policy or the handling of personal information may be directed to:

Lookup Pathway

Owned and Operated by **Judith A. Silva**

Website: <https://www.lookuppathway.ca>

Email: lookupdirector@outlook.com