4uAdmission Privacy Policy

Version: V1.0 Issuing Entity: 4UADMISSION CONSULTING CO., LIMITED Effective Date: 10 June 2026

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I. Introduction

4uAdmission (hereinafter the "Platform" or "we") attaches great importance to the personal information and privacy of its users. This Policy explains how we collect, use, store, share and protect your personal information, and how you can access, correct, delete and manage it.

Please read and understand this Policy carefully before using the Platform. By checking the box "I have read and agree to the Terms of Service and the Privacy Policy" or by using the Platform Services, you indicate that you have understood and agreed to this Policy. If you do not agree to this Policy, please stop using the Platform.

II. Information on the Personal Information Processor

Processor name: 4UADMISSION CONSULTING CO., LIMITED

Registered address: Wales, England

Unified Social Credit Code: 15766948

Contact information: services@4uadmission.com

Person responsible for personal information protection and contact channel: hr@4uadmission.com

III. Scope of Application

This Policy applies to the processing of personal information in the functions provided by the Platform, namely lesson booking, lesson status management, notification services and internal report management.

Third-party services such as external classroom platforms (e.g., ClassIn) are operated independently by the respective third parties, and their processing of personal information is not governed by this Policy. Please read and understand their privacy policies before using them.

IV. Personal Information We Collect

(1) Student users: name/Given Name, email address, account identifier, booking records, schedules, notification records and operation logs.

(2) Mentor users: name/Given Name, avatar, major, subject, personal profile; University/College and WhatsApp contact details (stored in the back office only and not

displayed to students); shift and slot information, booking records, class creation status, Debrief reports, notification records and operation logs.

(3) Administrator users: account, role information, operation logs and audit records.

(4) Technical and device information: IP address, device information, browser type, system logs and fault diagnosis information, used for security protection, troubleshooting and auditing.

For details of the collection of each category of information, please refer to Appendix 1 to this Policy.

V. Purposes and Methods of Processing

We process personal information only within the scope necessary for the following purposes:

(1) Login authentication, account activation and account security management;

(2) Mentor matching, display of available slots, submission of bookings and time conflict checks;

(3) Lesson confirmation, synchronization of class creation status, cancellation handling and related notifications;

(4) Storage of Debrief reports and role-based access control;

(5) Operational statistics, troubleshooting, security auditing and security protection.

We will not collect or use personal information beyond the scope necessary to achieve the foregoing purposes. The methods of processing include automated recording, storage, access control, statistical analysis and necessary entrusted processing.

VI. Sensitive Personal Information and Protection of Minors

As a general principle, the Platform does not proactively collect sensitive personal information such as identity documents, financial accounts, location tracks or biometric data. If the processing of sensitive personal information is truly necessary, we will separately inform you of the necessity of such processing and its impact on your rights and interests, and obtain your separate consent.

The Platform is primarily intended for users of further-education interview services. If you are a minor under the age of 14, please use the Platform with the consent and under the

guidance of your parents or other guardians. We will obtain the guardian's consent and formulate dedicated rules for the processing of children's personal information in accordance with the Personal Information Protection Law, the Provisions on the Cyber Protection of Children's Personal Information, the Regulations on the Protection of Minors in Cyberspace and other applicable laws and regulations.

A guardian may exercise the rights of access, copying, correction and deletion in respect of a minor's personal information through the channels set out in "XV. Contact Us" of this Policy. We will not refuse to provide the Platform's basic functions on the ground that a user or guardian refuses to provide non-essential personal information.

VII. Entrusted Processing, Sharing and Disclosure

We do not sell your personal information.

In order to provide you with services, we may entrust cloud service providers, email service providers, operation and maintenance and security service providers, among others, to process your personal information. An entrusted party may process personal information only within the scope of our authorization and bears confidentiality and security obligations. For details of such entrusted processing and sharing, please refer to Appendix 2.

As a general principle, the Platform will not automatically transmit your personal information to external classroom platforms (such as ClassIn). If, in the future, access to the API of an external classroom platform requires the transmission of personal information, we will update this Policy, separately inform you of the name of the recipient, the categories of information, and the purposes and methods of processing, and obtain your separate consent where necessary.

Except in the following circumstances, we will not provide your personal information to any third party: (1) your separate consent has been obtained; (2) it is required by laws and regulations, by a regulatory authority or by a lawful request of a judicial authority; (3) it is necessary for entering into or performing a contract to which you are a party; (4) it is necessary to protect the personal or property safety or other major lawful rights and interests of you or another person; (5) otherwise provided for by laws and regulations.

We will not make your personal information public unless we have obtained your separate consent or laws and regulations otherwise provide.

VIII. Cross-Border Transfer

By default, the Platform stores personal information within the territory of the People's Republic of China.

If it is truly necessary to provide your personal information outside the territory, we will adopt lawful routes such as security assessment, personal information protection certification and standard contracts as required by laws and regulations, and will separately inform you of the overseas recipient, the categories of information, the purposes of processing and the manner in which you may exercise your rights, and obtain your separate consent where necessary.

IX. Retention Period

We retain your personal information only during the existence of your account and for the period necessary to perform the contract. The retention periods for the various categories of information are: [To be filled in: retention periods, e.g., "booking records retained for X years, Debrief reports retained for X years, audit logs retained for X years"]. Upon expiry, we will delete such information or anonymize it, unless laws and regulations otherwise provide.

When the retention period expires, or when the purpose of processing has been achieved, cannot be achieved or is no longer necessary, we will cease all processing other than storage and necessary security protection.

X. Security Safeguards

We adopt security measures commensurate with the risks to protect your personal information, including: role-based least-privilege access control, transmission encryption, hashed password storage, operation log auditing, data backup, security vulnerability management and personnel confidentiality management.

If a security incident such as the leakage, tampering with or loss of personal information occurs or may occur, we will immediately take remedial measures, promptly notify the authority responsible for personal information protection in accordance with laws and regulations, and inform the affected users by appropriate means such as email or in-site notice.

XI. Your Rights

In accordance with applicable laws and regulations, you enjoy the following rights in respect of your personal information:

(1) To access and copy your personal information;

(2) To correct or supplement inaccurate or incomplete personal information;

(3) To delete your personal information in the circumstances prescribed by law;

(4) To restrict or object to the processing of your personal information;

(5) To withdraw consent: you may withdraw at any time the processing authorization granted on the basis of consent; withdrawal does not affect the validity of processing activities already carried out on the basis of consent prior to the withdrawal;

(6) To cancel your account: you may apply for account cancellation via [To be filled in: cancellation channel]. After cancellation, we will process the retained data in accordance with laws and regulations.

You may submit a request through the corresponding function within the Platform or by sending an email to [To be filled in: privacy contact email]. After verifying your identity, we will process your request within the period prescribed by laws and regulations and will not impose unreasonable conditions. If we decline to process a request, we will state the reasons.

For the specific channels for exercising rights and the required materials, please refer to Appendix 3.

XII. Cookies and Similar Technologies

We use Cookies and similar technologies only for maintaining login status, security verification and the realization of basic functions, and do not use Cookies for activities beyond the necessary scope.

If in the future we use extended technologies such as statistical analysis, we will update this Policy and provide you with a means to turn them off or refuse them.

XIII. Third-Party Links

The Platform may contain entrances to or links to third-party services such as external classroom platforms (e.g., ClassIn). Third-party services are the sole responsibility of their operators, and their personal information processing activities are not governed by this Policy. Please read and understand their privacy policies before using such third-party services.

XIV. Policy Updates

We may update this Policy from time to time in light of changes in laws and regulations or business adjustments. The updated Policy will be published in a prominent position on the Platform's pages; for material changes, we will give separate notice by means of in-site notices, email or other appropriate means.

The version number and effective date are indicated at the top of this Policy; please review them periodically. Before a material change takes effect, we will provide a reasonable transition period. Your continued use of the Platform after the transition period shall be deemed acceptance of the updated Policy.

XV. Contact Us

If you have any questions, comments, suggestions or complaints about this Policy or our personal information processing activities, you may contact us at: services@4uadmission.com. We will reply within a reasonable period after verifying your identity.

If you believe that our processing activities have harmed your lawful rights and interests, you may also lodge a complaint or report with the authority responsible for personal information protection.

Appendix 1 List of Personal Information Collected (by Role)

Role	Categories of Information	Purpose of Processing	Sensitive
Student	Name/Given Name, email address, account identifier	Login authentication, account management, booking and notifications	No
Student	Booking records, schedules, notification records	Booking management, conflict checks, lesson status synchronization	No
Mentor	Name/Given Name, avatar, major, subject, profile	Mentor display and selection on the student interface	No
Mentor	University/College, WhatsApp (back office only)	Internal Platform management; not displayed to students	No
Mentor	Shifts, slots, bookings, class creation status, Debrief reports	Performance of bookings, class creation status management, quality evaluation	Debrief reports: confidentiality required
Administrator	Account, roles,	Permission	No

	operation and audit logs	management, security auditing	
All users	IP, device and browser information, system logs	Security protection, troubleshooting, auditing	No

Version Information

This Policy is published by 4UADMISSION CONSULTING CO., LIMITED, which is responsible for its interpretation and revision.

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