



Parent / legal representative authorization

For a student under 18. Complete either the English or Spanish form, not both.

Responsible tutor: Kevin Parra, operating individually as Keys English Academy.

Address: Carrera 90A #4-55, Bogotá, Colombia.

Contact and privacy requests: kevin@keysenglishacademy.com · +57 320 972 7874.

Notice effective: September 19, 2026. Read the [academy's privacy policy](#), or request a copy from Kevin.

Student's name

Parent / legal representative's name

Relationship to the student

Reply email or telephone

Course / class group

Date signed

This authorization begins on the date signed, never before September 19, 2026, and covers information collected from that date for the course/group identified above. Choose one answer for each purpose. A blank answer is not permission. If you decline a use or want more information, contact Kevin to discuss possible arrangements before the relevant activity begins. Available arrangements must be agreed; this form does not promise that every class format is available without recording or AI.

A. Tutoring and enrollment information

Kevin may collect and use the student's and representative's names and contact details, enrollment information, student messages and assignments to organize enrollment, communicate about it, teach and prepare feedback. Contact and enrollment information is held in Google Forms and can be accessed by Kevin and approved teachers. This choice does not cover recordings, access by other families or ChatGPT; those choices are separate below.

I authorize this use.

I do not authorize this use; I want to discuss arrangements with Kevin.



Your choices about recordings and AI

Select one answer in each group. Each decision is separate; a blank answer is not permission.

B. Recording classes

Kevin may record the student's participation for tutoring and class review. A recording can include their voice, their image when visible, displayed name, questions and contributions. Recordings are made available through Google Classroom. This choice permits recording and access by Kevin and the student's own parent/legal representative. Access by other families requires choice C.

I authorize recording and the access described above.

I do not authorize recording.

C. Access to recordings by families in the same class

If authorized, parents/legal representatives of other students in the same class may view the group recordings through Google Classroom. They can see and hear the student's recorded participation. The student's own family may likewise view the participation of other students whose representatives have authorized that access. This is access by families in that class, not permission for public posting or advertising.

I authorize access by other families in the same class.

I do not authorize access by other families.

Not applicable - I did not authorize recording or this is not a group class.

D. ChatGPT for personalized written feedback

Kevin may send the student's messages, assignments and written class transcripts to **OpenAI's ChatGPT Pro**, an external service, to help prepare personalized feedback. Raw class recordings are not sent to ChatGPT. The written information may contain details identifying the student. This permission covers the student's information only, not information about other participants.

OpenAI processes the submitted text under its service terms and privacy policy, including outside Colombia. Content submitted through consumer ChatGPT may be used to improve services and train models, depending on account controls. This form makes no assurance that identifiers are removed or that model training is disabled. The academy's retention period does not by itself control copies held by OpenAI. See [OpenAI's privacy policy](#).

I authorize submission of the described written information to OpenAI's ChatGPT Pro for personalized feedback, including processing outside Colombia.

I do not authorize this AI use.



Your rights and confirmation

Review the information below, hear the student's views, and record your confirmation.

Retention, questions and withdrawal

The academy's retention periods:

- Recordings, transcripts and assignments: six months after the course ends.
- Basic enrollment records: two years after enrollment ends.
- Evidence of authorization, the information supplied with it and subsequent changes: while other data covered by these choices is retained or used by the academy, then two years after that processing ends.

Kevin will arrange deletion of academy-controlled records when the relevant period ends, unless a legal preservation duty or a hold for a related claim requires longer retention. Provider-held copies may follow different retention rules; these periods do not promise automatic deletion from every provider system.

You may ask about the use of the student's data, request access, correction or proof of authorization, or request withdrawal or deletion where applicable by contacting Kevin. Legal or contractual preservation duties may limit deletion. A withdrawal request concerns future processing; Kevin must explain how it affects tutoring arrangements and existing material. This form does not promise immediate removal of every provider-held copy. Answering questions about minors' or sensitive personal data is voluntary.

The student's views

Explain the choices to the student in language they understand, taking account of their maturity. Record their views without pressure; their participation does not replace their representative's authorization.

Student's questions, preferences or concerns

Student's optional signature / acknowledgment

Date

Representative's confirmation

I confirm that I am authorized to represent the student, that the purposes and choices have been explained, and that I have had an opportunity to ask questions. I authorize only the uses I selected above. The student's views have been heard and considered. This form does not grant permission to publish the student's image, story or work for advertising.

Representative's signature / documented electronic confirmation

Kevin's acknowledgment of the choices and any agreed arrangements