TEACHER ONBOARDING PRIVACY POLICY

Codehive Institution | Online Live · Offline Classroom · Recorded Courses Operated by Otechnonix India Pvt. Ltd. | Updated: 16 November 2026

1. Introduction

This Instructor Privacy Policy describes how Codehive Institution ("Codehive"), operated by Otechnonix India Pvt. Ltd., collects, uses, stores, discloses, retains, and protects information from applicants and instructors. It applies to onboarding, verification, teaching, course management, payments, and online live, offline and recorded courses.

2. Information We Collect

- Personal details: name, email, phone, profile picture, city and professional biography.
- Professional details: qualifications, experience, CV, skills, certificates, sample lessons and work references.
- Identity verification: appropriate identification where reasonably necessary, with limited collection. Aadhaar is not the only required identity method unless a legal requirement applies.
- Financial/tax details for paid instructors: bank details, IFSC, PAN, GST where applicable, invoices and payout references.
- Technical information: account identifiers, login activity, browser/device details, IP addresses, audit and error logs.
- Course activity: submitted content, publishing status, schedules, attendance, grading activity, performance and relevant feedback.

3. Why We Use Information

Information may be used to create accounts, verify applicants, review course submissions, publish and administer classes, support communication, manage payments and tax compliance, protect security, resolve complaints, maintain records and improve platform reliability. Processing must rest on an appropriate lawful ground, with specific consent where required.

4. Online Live Course Privacy

Online live teaching may involve schedules, instructor attendance, session participation, messages, feedback and video/audio recordings when enabled. When recording, Codehive will provide suitable notices and applicable permissions. Recordings are not automatically public and are accessible only under appropriate course and privacy permissions. Instructors should avoid exposing irrelevant personal data during sessions.

5. Offline Classroom Privacy

Offline teaching may involve classroom assignment, schedules, attendance, feedback and relevant health, safety or incident records. Venue-operated CCTV or monitoring may be governed by venue-specific notices and applicable law. Codehive does not necessarily control all systems at partner venues.

6. Recorded Course Privacy

Codehive may handle recorded videos, instructor voice and image, course files, thumbnails, previews, revisions, moderation decisions and learner feedback. An approved instructor’s name, photo, biography, subjects and courses may appear publicly; private identity and banking records will not be deliberately included in public listings.

7. Public Instructor Profile

Published course listings may display the instructor’s name, photograph, credentials, biography, expertise, courses, and supported ratings/reviews. Instructors will be notified about public profile details during onboarding or profile setup.

8. Sharing of Information

Information may be shared as needed with authorized administrators, technical vendors, payment providers, approved course partners, students viewing approved public details, or lawful government and judicial authorities. Codehive will not sell instructor personal information. Appropriate confidentiality and security duties should apply to service providers.

9. Access to Student Information

Instructors may have limited access to enrolled-student names, attendance, progress, submissions and assessment results for educational administration. Such data must not be repurposed for marketing, disclosed without authority, or stored without need. Security incidents should be reported to Codehive promptly.

10. Information Security

Reasonable safeguards may include role-based permissions, protected connections, appropriate encryption, account controls, restricted verification records, audits, backups and incident-response procedures. No internet system can guarantee absolute security. Codehive will respond to data incidents under applicable requirements.

11. Data Retention

Information is kept only as long as reasonably needed for described purposes or lawful obligations. Application files, financial and tax records, course content, recording archives, security logs and dispute records may have different retention periods. Eligible information will be deleted or anonymized once no longer required. Existing student access commitments may affect the retention of authorized course materials.

12. Instructor Privacy Rights

Depending on applicable law and commencement provisions, instructors may request information about processing, corrections, erasure where eligible, withdrawal of consent, and grievance redressal. Deletion may be limited by tax, accounting, legitimate contractual, security or dispute requirements. Use the privacy contact below to submit requests.

13. Cookies and Analytics

The website may use cookies or similar mechanisms for login sessions, security, preferences, performance measurement and troubleshooting. Where consent is legally required, suitable notice and choices will be presented. A separate Cookie Policy may provide additional details.

14. Overseas Processing

Authorized hosting, communication, payment or other technical providers may process data in other countries. Codehive will observe applicable transfer restrictions and use appropriate legal, contractual and security measures.

15. Children and Student Safeguarding

Some classes may involve students under 18. Codehive will apply appropriate age, consent and safety controls as required by law. Instructors must not independently collect unnecessary data about minors or engage in unauthorized off-platform contact.

16. Automated Tools and AI

Automated tools may support content administration, course management or instructor support. Personal data will be used only for disclosed and legally permitted purposes. Submission of private information does not grant unrestricted permission for unrelated AI training.

17. Account Closure

On closure requests, Codehive will assess active courses, student access, outstanding settlements and legal retention duties. Eligible personal information will be removed while legally necessary records may be retained.

18. External Services

Video conferencing, hosting, payments, communication and other third-party services may process limited information required to operate. Independently used third-party services may have their own privacy policies.

19. Changes to This Policy

Codehive may update this Policy for service or legal changes, publishing a revised date. Where required, Codehive will notify instructors or obtain additional consent for materially different processing.

20. Privacy Contact and Grievances

Codehive Institution, operated by Otechnonix India Pvt. Ltd.

Office: A-101, First Floor, IITG Research Park, IIT Guwahati, Assam - 781039, India

Website: https://codehiveinstitution.com

Privacy Email: codehive@gmail.com | Grievance Contact: 9127055783

Requests and grievances will be handled within applicable statutory timelines.

21. Acknowledgement

By applying, an instructor acknowledges receiving this Policy and understands its description of personal data processing. Where a particular use requires consent, Codehive will request consent through an appropriate separate or specific mechanism.

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