

Privacy Policy for St. Xavier's School, Maibang

Last Updated: [11-04-2025]

St. Xavier's School, Maibang ("we," "us," or "our") is committed to protecting the privacy of visitors to our website [Insert Website Address] (the "Website"). This Privacy Policy outlines the types of information we collect, how we use it, and the measures we take to safeguard¹ your personal information.

1. Information We Collect

We may collect the following types of information from you when you visit our Website:

- Information You Provide Voluntarily:
 - Contact Information: If you contact us through the Website (e.g., via a contact form or email), we may collect your name, email address, phone number, and any other information you choose to provide.
 - Application Information: If you apply for admission or employment through the Website, we may collect personal details such as your name, address, date of birth, academic history, work experience, and other information relevant to your application.
 - Newsletter Subscriptions: If you subscribe to our newsletter, we will collect your email address.
 - Feedback and Inquiries: If you submit feedback or inquiries through the Website, we will collect the information you provide.
- Information Collected Automatically:
 - Log Files: Our web server automatically logs information such as your IP address, browser type, referring/exit pages, operating system, date/time stamps, and clickstream data. This information is used for analysing trends, administering the Website, tracking users' movement around the Website, and gathering demographic information.
 - Cookies and Similar Technologies: We may use cookies (small text files placed on your device) and similar technologies to enhance your browsing experience, personalize content, and collect information about how you use our website. You can control the use of cookies at the individual browser level.

2. How We Use Your Information

We may use the information we collect for the following purposes:

- To Respond to Inquiries and Provide Information: To respond to your questions, requests, and provide you with information about St. Xavier's School, Maibang.
- To Process Applications: To process and evaluate applications for admission or employment.
- To Send Newsletters and Updates: To send you newsletters and updates about school events, news, and activities, if you have subscribed.

- To Improve Our Website: To analyse website usage and trends to improve the content, functionality, and user experience of our Website.
- To Ensure Website Security: To monitor and protect the security and integrity of our Website.
- For Internal Record Keeping: For administrative and internal record-keeping purposes.
- As Required by Law: To comply with applicable laws, regulations, legal processes, or governmental requests.

3. Sharing Your Information

We may share your information with the following parties in limited circumstances:

- Service Providers: We may engage third-party service providers to assist us with website hosting, data analysis, email delivery, and other services. These service providers are contractually obligated to protect your information and use it only for the purposes for which we disclose it to them.
- Legal Authorities: We may disclose your information to legal authorities if required by law or in response to a valid legal request, such as a court order or subpoena.
- School Administration and Staff: Information collected through the Website may be shared with relevant school administration and staff members for the purposes outlined in this Privacy Policy (e.g., processing applications, responding to inquiries).
- In Connection with a Business Transfer: In the event of a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred to the acquiring entity.

We do not sell, rent, or otherwise disclose your personal information to third parties for their marketing purposes.

4. Data Security

We take reasonable measures to protect the personal information we collect from unauthorized access, use, disclosure, alteration, or destruction. These measures include:

- Implementing technical safeguards such as firewalls and encryption.
- Implementing physical security measures to protect our servers and facilities.
- Limiting access to personal information to authorized personnel who need to know the information to perform their job duties.
- Regularly reviewing and updating our security practices.

However, please note that no method of transmission over the internet or method of electronic storage is completely secure. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

5. Your Rights

Depending on your location and applicable laws, you may have certain rights regarding your personal information, including the right to:

- Access: Request access to the personal information we hold about you.

- Rectification: Request that we correct any inaccurate or incomplete personal information.
- Erasure: Request the deletion of your personal information under certain circumstances.
- Restriction of Processing: Request that we restrict the processing of your personal information under certain circumstances.
- Data Portability: Request to receive your personal information in a structured, commonly used, and machine-readable format and to transmit that data to another controller.
- Object: Object to the processing of your personal information under certain circumstances.
- Withdraw Consent: If we are processing your personal information based on your consent, you have the right to withdraw your consent at any time.

To exercise any of these rights, please contact us using the contact information provided below. We may require you to verify your identity before processing your request.

6. Links to Other Websites

Our Website may contain links to other websites that are not operated by us. We are not responsible for the privacy practices of these third-party websites. We encourage you to review the privacy²³ policies of any website you visit.

7. Children's Privacy

We do not knowingly collect personal information from children without verifiable parental consent. If you are a parent or guardian and believe that your child has provided us with personal information without your consent, please contact us immediately, and we will take steps to remove such information²⁵ and terminate the child's account.

8. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or applicable laws. We will post any changes on this page and update the "Last Updated" date at the top of the policy. We encourage you to review this Privacy Policy periodically for any updates.

9. Contact Us

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

St. Xavier's School, Maibang

Gidingpur

+91 6003019352

maibangstxaviersschool@gmail.com

By using our Website, you signify your acceptance of this Privacy Policy.