

Privacy Policy for School Admission Form

Last Updated: 12th Dec. 2024

At **DAPS Purnea**, we prioritize the protection of your privacy. This Privacy Policy outlines how we collect, use, share, and safeguard the personal information provided in the admission form.

1. Information We Collect

We collect:

- **Personal Details:** Student's name, date of birth, gender, and grade applied for.
 - **Parent/Guardian Information:** Names, contact details (phone number, email), and residential address.
 - **Educational Background:** Previous school name, grades, or achievements.
 - **Health Information:** Any medical conditions or allergies.
 - **Uploaded Documents:** Photos, birth certificates, previous school report cards, etc.
-

2. How We Use Your Information

We use the collected information to:

- Process admission applications.
- Communicate updates regarding the admission process.
- Verify submitted documents and maintain school records.
- Ensure student safety and well-being using medical or emergency details.

Your data is strictly used for school administration and will not be used for marketing purposes.

3. Sharing of Information

- Your information is kept confidential and will **not be shared** with third parties without your consent.
 - It may only be accessed by authorized school staff for admission and record-keeping purposes.
 - In rare cases, data may be shared to comply with legal or regulatory requirements.
-

4. Data Security

We take data security seriously and implement measures to protect your personal information:

- Secure storage with limited access to authorized personnel only.

- Encrypted online submissions.
- Safeguarding uploaded files in secure environments.

However, no digital platform guarantees 100% security, and submission is at the user's discretion.

5. Data Retention

- Your information will be retained as long as necessary to process admissions or maintain school records.
 - Data no longer required will be securely deleted or anonymized.
-

6. Consent

By submitting this form, you consent to the collection, storage, and use of your information as per this Privacy Policy.

7. Your Rights

You have the right to:

- Access and review your personal data.
- Request corrections for inaccuracies.
- Request deletion of your data (subject to legal obligations).

To exercise these rights, contact us:

 **Email:** dapsburnea2008@gmail.com |  **Phone:** +91-923456789 | 9876543210

8. Changes to Privacy Policy

We reserve the right to update this policy as required. Updates will be shared through our official platforms.

Thank you for choosing **DAPS Purnea**. Your trust and privacy are our priority. ✨
