

Data Security and Privacy Policy

Meru International School — Miyapur | Tellapur

We, at Meru International School, respect your online privacy and recognise the need to protect your personal data shared with us. This is in line with the applicable data protection laws and regulations of the land.

This Data Security and Privacy Policy is subject to the terms of the Site Policy (Terms of Use). It explains the options available for accessing and managing your information, our data security practices, and other related matters. All financial and accounting data is managed through Tally, which serves as the sole software platform operated by the organisation.

1. Purpose of Collection of Data

As an organisation, we respect your personal data and will take steps to ensure that your privacy rights are always protected and maintained. We will not disclose any personally identifiable information without your permission unless:

- We are legally entitled or required to do so (e.g., if required by legal process).
- It is necessary for the prevention of fraud or other crime.
- Such action is necessary to protect and/or defend the rights, property or personal safety of the organisation, our users/customers, or other individuals.

Your personal information will not be disclosed to any third party without your prior consent.

2. Cookies

A "cookie" is a small text file that may be used to collect information about your activities on web browsers. Some cookies and other technologies may serve to recall Personal Information previously entered by a web user. Most browsers allow you to control cookies, including whether or not to accept them and how to remove them.

You may set most browsers to notify you if you receive a cookie, or choose to block cookies entirely. Please note that if you choose to erase or block cookies, you will need to re-enter your original user ID and password to access certain parts of the website, and some sections or features of the site may not function correctly.

3. Log Information

When you access our website, our servers automatically record information that your browser sends whenever you visit a website. These server logs may include:

- Your web request and Internet Protocol (IP) address
- Browser type and browser language
- Date and time of your request
- One or more cookies that may uniquely identify your browser

4. User Communications

When you send an email or other communication to us, we may retain those communications in order to process your inquiries, respond to your requests, and improve our services.



We may alert you by email or phone (through SMS, call, or WhatsApp) to inform you about new service offerings or other information which we feel might be useful to you.

5. Data Security

When you use a feature requiring payment of a fee, we transmit your credit card data to our payment gateway for processing. If we encounter a problem with payment, we may review the order information with you and our payment gateway to resolve it.

We do not otherwise disclose your credit card information, nor do we share your email address or personal information with third-party marketers. We offer secure pages to collect sensitive information. We also use administrative, physical, and technical precautions to help protect the confidentiality, security, and integrity of personal information stored on our system.

We host the Site at a commercial-grade data centre that employs extensive security practices. While no computer system is completely secure, we believe the measures implemented by our Site reduce the likelihood of security problems to a level appropriate to the type of data involved.

6. Data Retention

We currently retain user data while the account is active and for at least three years afterwards. This practice may be altered from time to time based on our legal and business requirements — for example, we may lengthen the retention period for some data if needed to comply with the law or voluntary codes of conduct. Unless otherwise prohibited, we may also shorten the retention period for some types of data if needed to free up storage space.

7. Changes to This Privacy Policy

The Company reserves the right to update, change, or modify this policy at any time. The revised policy shall come into effect from the date of such update, change, or modification.

By accessing this website, you agree to this Privacy Policy. This document supersedes any prior communication on this topic and reflects the entire and exclusive Privacy Policy for this Site. This Policy is subject to our Terms of Use, which take precedence over any conflicting Policy provision. We may change our Policy by posting a new version on our Site.

8. Voluntary Information

Any other personal information shared by you which is not asked for by our Admission Portal during registration — either mandatorily or optionally — amounts to wilful and intentional furnishing, and we will not be liable for any breach of such information.

9. Accuracy of Information

We want to keep our information about you and your child as accurate as possible. If you have any questions regarding this Privacy Policy or the protection of your personal data, please contact our Data Protection Officer.

Data Protection Officer / Grievance Officer

Name

Jagadish Mojjada (Sr Manager IT & Digital marketing)

Email ID

Jagadish.mojjada@meruinternationalschool.com

