

Privacy Policy

Last Updated: 15-01-2026

St. Gerosa School (“we”, “our”, “us”) is committed to protecting the privacy and personal information of students, parents, guardians, staff, alumni, and visitors (“users”) who access and use our website. This Privacy Policy explains how we collect, use, store, disclose, and safeguard your information.

1. Scope of This Policy

This Privacy Policy applies to all information collected through:

- The school’s official website
- Online admission and inquiry forms
- Alumni registration forms
- Contact forms and communication channels

This policy does not apply to offline data collected directly at the school campus unless otherwise stated.

2. Information We Collect

2.1 Personal Information

We may collect personal information voluntarily provided by users, including but not limited to:

- Full name of parent/guardian or applicant
- Contact number and email address
- Student-related information submitted for admissions or inquiries
- Academic or alumni-related details
- Any other information provided through website forms

2.2 Non-Personal Information

We may automatically collect limited non-identifiable information such as:

- Browser type and device information
- IP address (anonymized where possible)
- Pages visited and time spent on the website
- Website traffic and usage statistics

This data is used solely for analytics and website improvement.

3. Purpose of Data Collection

The information collected is used for the following purposes:

- Processing admission, inquiry, and alumni applications
- Communicating important updates and responses
- School administration and record maintenance
- Improving website functionality and user experience
- Ensuring security and preventing misuse

Personal information is collected only for legitimate educational and administrative purposes.

4. Legal Basis for Processing

Personal data is processed based on:

- User consent provided through form submissions
 - Legitimate interests of the school for educational administration
 - Compliance with applicable legal and regulatory requirements
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5. Data Storage and Retention

- Personal information is stored securely and retained only for as long as necessary to fulfill its intended purpose.

- Admission-related data may be retained for record-keeping and compliance requirements.
- Alumni information may be retained until a request for removal is received.

When data is no longer required, it is securely deleted or anonymized.

6. Data Protection and Security Measures

St. Gerosa School implements reasonable technical and organizational measures to protect personal data, including:

- Restricted access to authorized personnel only
- Secure email and data-handling practices
- Use of trusted third-party service providers
- Protection against unauthorized access, alteration, or disclosure

While we take strong precautions, no method of transmission over the internet is completely secure.

7. Use of Third-Party Services

Our website may use third-party services (such as email services or analytics tools) strictly for operational purposes. These third parties are required to maintain confidentiality and adhere to applicable data protection standards.

We do not share personal information for marketing or commercial purposes.

8. Cookies and Tracking Technologies

- Cookies may be used to enhance website functionality and user experience.
 - Users can manage or disable cookies through browser settings.
 - Disabling cookies may affect certain website features.
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9. Children's Privacy

St. Gerosa School places special importance on protecting children's privacy.

- Personal information related to students is collected only with parental or guardian consent.
 - Student data is used strictly for educational and administrative purposes.
 - We do not knowingly collect information from children without appropriate authorization.
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10. User Rights

Users have the right to:

- Request access to their personal information
- Request correction of inaccurate data
- Request deletion of personal information (subject to legal obligations)
- Withdraw consent for data processing where applicable

Requests can be made by contacting the school using the details provided below.

11. Data Disclosure

We do not sell, rent, or trade personal information. Information may be disclosed only:

- To authorized school staff for legitimate purposes
 - When required by law or legal authorities
 - To protect the rights, safety, and security of the school and its community
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12. External Links

Our website may contain links to external websites. St. Gerosa School is not responsible for the privacy practices or content of third-party websites.

13. Updates to This Policy

We reserve the right to modify or update this Privacy Policy at any time. Changes will be posted on this page with an updated effective date.

14. Contact Information

For any questions, concerns, or requests related to this Privacy Policy, please contact:

St. Gerosa School

Address: St. Gerosa High School

Jeppu, Mangalore

Karnataka State, INDIA Pin-575002

Phone: +91 0824-2416107

Email: st.gerosahs@gmail.com