

## **Privacy & Refund Policy for St. Stephen School, Budge Budge**

At St. Stephen's School Budge Budge, accessible from [stsbudgebudge.org](https://stsbudgebudge.org), one of our main priorities is the privacy of our visitors. This Privacy Policy document contains types of information that is collected and recorded by St. Stephen's School Budge Budge and how we use it.

If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us.

This Privacy Policy applies only to our online activities and is valid for visitors to our website with regards to the information that they shared and/or collect in St. Stephen's School Budge Budge. This policy is not applicable to any information collected offline or via channels other than this website.

### **Consent**

By using our website, you hereby consent to our Privacy Policy and agree to its terms.

### **Information we collect**

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

If you contact us directly, we may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send us, and any other information you may choose to provide.

When you register for an Account, we may ask for your contact information, including items such as name, company name, address, email address, and telephone number.

### **How we use your information**

We use the information we collect in various ways, including to:

- Provide, operate, and maintain our website
- Improve, personalize, and expand our website
- Understand and analyze how you use our website
- Communicate with you, either directly or through one of our partners, including for customer service, to provide you with updates and other information relating to the website, and for marketing and promotional purposes

- Send you emails
- Find and prevent fraud

## **Log Files**

St. Stephen's School Budge Budge follows a standard procedure of using log files. These files log visitors when they visit websites. All hosting companies do this and a part of hosting services' analytics. The information collected by log files include internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date and time stamp, referring/exit pages, and possibly the number of clicks. These are not linked to any information that is personally identifiable. The purpose of the information is for analyzing trends, administering the site, tracking users' movement on the website, and gathering demographic information. Our Privacy Policy was created with the help of the [Privacy Policy Generator](#) and the [Disclaimer Generator](#).

## **Data Protection**

Your data that has been collected through our website is always safe and secured, the same is never shared with any third party for whatever reasons. We use the information shared by you only to maintain your and your child's record and to contact you.

## **Children's Information**

Another part of our priority is adding protection for children while using the internet. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity.

St. Stephen's School Budge Budge does not knowingly collect any Personal Identifiable Information from children under the age of 13. If you think that your child provided this kind of information on our website, we strongly encourage you to contact us immediately and we will do our best efforts to promptly remove such information from our records.

## **Refund Policy:-**

Please be informed that once the school fees are paid it is not refundable under any circumstances. In case, any additional payment is done mistakenly by any parents, they have to contact our Accounts Department directly to get that sorted.

**For any feedback or additional information about our Privacy policies and Refund policies you may kindly contact us on (email id)**