

# VIDHYA SAGAR CHARITABLE TRUST

## PRIVACY AND COOKIES POLICY

*Website: vidhyasagar.in*

*Effective from: [Insert Date]*

*Last Updated: [Insert Date]*

This Privacy and Cookies Policy ("Policy") explains how Vidhya Sagar Charitable Trust ("Vidhya Sagar Charitable Trust", "we", "us", or "our") collects, uses, stores, shares, and protects personal information received through our website (vidhyasagar.in), digital forms, admission and enquiry forms, donation links, email, WhatsApp, social media, event registrations, school and classroom communications, academic and examination records, volunteer forms, and other digital or offline communication channels.

Vidhya Sagar Charitable Trust manages the following educational institutions, and this Policy applies to personal information collected in connection with each of them:

- Vidhya Sagar Women's College;
- Vidhya Sagar Global School;
- Vidhya Sagar Women's College of Education (B.Ed College).

By using our website, submitting information, applying for admission, making a donation, registering for a programme or scholarship, sharing reports or photographs, volunteering, or communicating with Vidhya Sagar Charitable Trust or any of the above institutions, you agree to the terms of this Policy.

Vidhya Sagar Charitable Trust may act as a Data Fiduciary under applicable Indian data protection law, wherever applicable.

## 1. SCOPE OF THIS POLICY

This Policy applies to personal information collected from:

- donors and well-wishers;
- schools, Principals, teachers, coordinators, and institutional representatives;
- students, parents, and guardians, including in relation to admissions, academics, and examinations;
- volunteers, resource persons, trainers, speakers, members, and office bearers;
- event participants and visitors;
- vendors, service providers, and partners;
- website visitors and persons communicating with Vidhya Sagar Charitable Trust.

This Policy applies to information collected online as well as offline where such information is later stored or processed digitally.

## 2. INFORMATION WE MAY COLLECT

Vidhya Sagar Charitable Trust may collect the following types of information, depending on the nature of your interaction with us:

### *2.1 Personal and Contact Information*

- name;
- address;

- city, state, country, and pincode;
- mobile number and WhatsApp number;
- email address;
- designation, role, or institutional affiliation.

## ***2.2 School and Institutional Information***

For coordination across our institutions — Vidhya Sagar Women's College, Vidhya Sagar Global School, and Vidhya Sagar Women's College of Education — and other educational programmes, we may collect:

- school or institution name;
- school registration or affiliation details;
- school address and contact details;
- name of Principal;
- names and contact details of teachers and coordinators;
- names of authorised representatives;
- reports, photographs, videos, activity summaries, participation details, and related programme information.

## ***2.3 Student-Related Information***

For school programmes, admissions, competitions, certificates, reports, and documentation, we may receive:

- student names;
- class or standard, and section;
- date of birth and other admission-related identifiers, where required;
- school name;
- photographs or videos of school and classroom activities;
- student artwork, essays, reports, projects, or submissions;
- participation and award details.

Schools and institutions sharing student information, photographs, or videos with Vidhya Sagar Charitable Trust are expected to obtain appropriate permission from parents, guardians, or competent school authorities.

## ***2.4 Admission, Academic, and Scholarship Information***

For admissions, academic administration, and scholarship processing, we may collect:

- prior academic records, mark sheets, and transfer certificates;
- attendance, examination results, and progress reports;
- family income, category, or other eligibility details relevant to scholarship or fee-concession assessment;
- identity and address proof documents required for admission or scholarship verification;
- parent or guardian occupation and contact details.

## ***2.5 Donation and Payment Information***

For donations, receipts, accounting, audit, and statutory compliance, we may collect:

- donor name;
- address;
- email ID and mobile number;

- PAN, where required;
- donation amount;
- payment mode;
- bank or UPI transaction reference;
- date of donation;
- purpose or campaign selected by the donor;
- information required for issuing receipts, acknowledgements, or tax-related documentation.

Vidhya Sagar Charitable Trust does not usually store full debit card, credit card, UPI PIN, net banking password, or similar sensitive payment credentials. Such information is processed through authorised banks, payment gateways, or payment service providers.

## ***2.6 Volunteer, Teacher, Resource Person, and Event Information***

For programme coordination, we may collect:

- name;
- contact details;
- area of interest or expertise;
- availability;
- organisation or institution represented;
- photographs, profile notes, short bios, and programme details;
- background verification or reference details, where relevant to child safeguarding;
- travel, logistics, and participation information, where required.

## ***2.7 Communication Information***

When you contact us by email, phone, WhatsApp, forms, letters, social media, or other channels, we may collect and retain the contents of such communication for follow-up, documentation, records, service, compliance, and organisational reference.

## ***2.8 Website and Technical Information***

When you visit our website, we may automatically collect limited technical information such as:

- IP address;
- browser type;
- device type;
- pages visited;
- referring website;
- date and time of visit;
- approximate location based on IP address;
- cookies and similar technical data.

This information helps us understand website usage, improve performance, protect the website, and maintain basic analytics.

# **3. HOW WE COLLECT INFORMATION**

### ***3.1 Directly from You***

When you fill forms, apply for admission or a scholarship, make donations, register for events, send reports, share photographs, write to us, volunteer, request information, or communicate with Vidhya Sagar Charitable Trust.

### ***3.2 From Schools and Institutions***

When schools, teachers, coordinators, or authorised representatives submit student data, admission and academic records, participation details, reports, photographs, videos, activity summaries, or programme information.

### ***3.3 Automatically***

When you visit our website, through cookies, website analytics, log files, and similar technologies.

### ***3.4 From Third Parties***

Where relevant, we may receive information from payment gateways, banks, examination boards, prior schools, event partners, volunteers, members, public sources, social media platforms, or other authorised sources.

## **4. HOW WE USE PERSONAL INFORMATION**

Vidhya Sagar Charitable Trust may use personal information for the following purposes:

- to communicate with schools, teachers, students, parents, donors, volunteers, members, and well-wishers;
- to process admissions, enrolments, and scholarship applications;
- to maintain academic, attendance, and examination records;
- to conduct educational, welfare, and skill-development programmes;
- to issue letters, certificates, mark sheets, receipts, acknowledgements, and appreciation communications;
- to process donations and maintain statutory records;
- to prepare reports, newsletters, presentations, annual reports, and programme documentation;
- to publish selected programme updates, photographs, reports, and testimonials;
- to invite participation in events, trainings, campaigns, and meetings;
- to respond to queries, requests, grievances, and communications;
- to maintain donor, member, school, student, volunteer, and programme records;
- to comply with legal, tax, audit, accounting, regulatory, and statutory obligations, including applicable education regulations;
- to improve our website, communication systems, documentation, and internal processes;
- to protect the rights, safety, reputation, and lawful interests of Vidhya Sagar Charitable Trust, including the safety of students.

## **5. STUDENT PHOTOGRAPHS, VIDEOS, AND CHILD-RELATED INFORMATION**

Vidhya Sagar Charitable Trust works with schools and students. We treat student-related information, including admission and academic data, with particular care given its sensitivity.

Where schools or parents share student photographs, videos, names, class details, academic records, artwork, reports, or participation details, the school, parent, or institution is expected to ensure that necessary permissions have been obtained from parents, guardians, or competent school authorities.

Vidhya Sagar Charitable Trust may use such material for non-commercial purposes, including:

- programme and admission documentation;
- appreciation letters, report cards, and certificates;
- educational material;
- social media updates;
- website updates;
- newsletters and reports;
- presentations to trustees, members, donors, schools, and stakeholders;
- awareness campaigns related to education, child welfare, and community development.

Access to student and academic records is restricted to authorised staff and school personnel on a need-to-know basis, consistent with our Child Protection and Safeguarding Policy.

If any parent, guardian, school, or authorised person wishes to request removal, correction, or restricted use of student-related content, they may contact us using the details provided in this Policy.

## **6. DONOR INFORMATION**

Donor information may be used for:

- issuing donation receipts;
- accounting and audit records;
- statutory compliance;
- tax-related documentation, where applicable;
- donor acknowledgements;
- communication regarding Vidhya Sagar Charitable Trust's work;
- reporting to trustees, members, auditors, regulators, or competent authorities;
- internal donor records.

Vidhya Sagar Charitable Trust will not sell donor information.

Donor names may be acknowledged in reports, publications, event material, donor lists, or public communications, unless anonymity is requested or where disclosure is not appropriate.

## **7. ADMISSION, ACADEMIC, AND SCHOLARSHIP INFORMATION**

Information collected for admissions, academic administration, and scholarships may be used for:

- evaluating eligibility for admission or scholarships;
- verification of documents and academic history;
- maintaining academic, attendance, and examination records;
- issuing mark sheets, report cards, and transfer certificates;
- reporting to relevant school authorities, examination boards, or regulators, where required;
- assessing fee concessions or scholarship renewals;
- communicating with parents and guardians regarding a student's academic progress.

Such information is treated as sensitive and is shared only with authorised school personnel, examining authorities, and, where legally required, with regulators or supporting agencies.

## 8. COMMUNICATION CONSENT

By sharing your mobile number, WhatsApp number, email ID, address, or other contact details, you agree that Vidhya Sagar Charitable Trust may contact you for:

- programme and admission information;
- school and classroom coordination;
- donation receipts and acknowledgements;
- event invitations;
- newsletters and reports;
- volunteer coordination;
- academic communication;
- certificates and appreciation letters;
- organisational updates;
- urgent or important notices.

You may request to stop receiving non-essential communications. However, we may continue to send communications required for receipts, statutory compliance, admission and academic records, pending matters, or legitimate organisational purposes.

## 9. NOTIFICATION AND COMMUNICATION CONSENT (INCLUDING RCS)

By accepting this Policy, you acknowledge and consent to receive notifications and promotional or informational communications from Vidhya Sagar Charitable Trust through various channels, including but not limited to email, mobile push notifications, SMS (text messages), RCS (Rich Communication Services – enhanced messages with images and interactive features), WhatsApp, or any other digital communication platforms.

If you prefer not to receive such updates or marketing communications, you may opt out at any time by replying "STOP" to RCS or SMS messages, or by contacting us at [info@vidhyasagar.in](mailto:info@vidhyasagar.in).

Opting out of promotional communications will not affect essential communications relating to admissions, academic records, receipts, safety notices, or other matters required for legal, compliance, or organisational purposes.

## 10. COOKIES AND SIMILAR TECHNOLOGIES

### *10.1 What Are Cookies?*

Cookies are small text files placed on your device when you visit a website. They help websites function properly, remember preferences, improve performance, and understand visitor behaviour.

### *10.2 How We Use Cookies*

Vidhya Sagar Charitable Trust may use cookies and similar technologies for:

- website functionality;
- security;

- remembering basic preferences;
- website analytics;
- improving user experience;
- understanding which pages are useful to visitors;
- preventing misuse or technical abuse of the website.

### ***10.3 Types of Cookies We May Use***

Strictly Necessary Cookies – required for the basic functioning and security of the website.

Analytics or Performance Cookies – help us understand how visitors use the website, which pages are visited, and how the website can be improved.

Functionality Cookies – may remember user preferences such as language or display settings.

Third-Party Cookies – some embedded tools, videos, maps, payment gateways, forms, or social media features may use cookies controlled by third parties.

### ***10.4 Managing Cookies***

Most browsers allow you to block, delete, or control cookies through browser settings.

If you disable cookies, some parts of the website may not function properly.

## **11. SHARING OF PERSONAL INFORMATION**

Vidhya Sagar Charitable Trust may share personal information only where required or appropriate for lawful and organisational purposes.

We may share information with:

- office bearers, trustees, members, employees, and authorised volunteers of Vidhya Sagar Charitable Trust;
- schools, institutions, teachers, and coordinators for admission, academic, and programme purposes;
- payment gateways, banks, and financial service providers for donation and fee processing;
- auditors, accountants, consultants, legal advisors, and compliance professionals;
- technology service providers such as website hosting, email, cloud storage, form tools, WhatsApp communication tools, and analytics providers;
- examination boards, regulators, or educational authorities, where necessary or legally required;
- event partners, resource persons, or programme coordinators, where necessary;
- government authorities, courts, regulators, law enforcement agencies, or statutory bodies, where required by law;
- donors, members, trustees, or stakeholders in the form of reports, summaries, photographs, or programme documentation, where appropriate.

We do not sell personal information to third parties.

## **12. THIRD-PARTY SERVICE PROVIDERS**

Our website or communication systems may use third-party services such as:

- payment gateways;
- banks and UPI services;

- email platforms;
- website hosting services;
- cloud storage;
- form and admission-management tools;
- WhatsApp or SMS/RCS communication tools;
- analytics tools;
- social media platforms;
- video hosting platforms;
- map services.

These third-party service providers may process information according to their own terms and privacy policies. Vidhya Sagar Charitable Trust is not responsible for the privacy practices, security, or policies of third-party websites or services.

## **13. PUBLICATION OF REPORTS, PHOTOGRAPHS, AND PROGRAMME CONTENT**

Vidhya Sagar Charitable Trust may publish selected reports, photographs, videos, testimonials, event summaries, student work, school activity updates, donor acknowledgements, and volunteer contributions for charitable, educational, awareness, and organisational purposes.

Such publication may be on:

- Vidhya Sagar Charitable Trust's website;
- social media pages;
- newsletters;
- annual reports;
- brochures and presentations;
- event reports;
- donor communication;
- educational material.

If you believe that any content has been published incorrectly or without appropriate permission, please contact us for review.

## **14. DATA SECURITY**

Vidhya Sagar Charitable Trust will make reasonable efforts to protect personal information, including student and academic records, from unauthorised access, misuse, loss, alteration, disclosure, or destruction.

We may use technical, administrative, and organisational safeguards such as access controls, password protection, secure storage, restricted access, and service provider safeguards.

However, no website, email, payment gateway, cloud platform, or digital communication system can be guaranteed to be fully secure. Users are advised to share information carefully and avoid sending sensitive information through unsecured channels.

## **15. DATA RETENTION**

Vidhya Sagar Charitable Trust may retain personal information for as long as necessary for the purposes for which it was collected, including:

- admission and academic records;
- school records;
- donation records;
- accounting and audit;
- statutory compliance;
- legal requirements;
- historical and archival documentation;
- reporting to members, trustees, donors, and stakeholders;
- resolving disputes or responding to queries.

Donation, accounting, tax, audit, and statutory records may be retained for the period required under applicable law. Academic and admission records may be retained for the period required under applicable education regulations or as reasonably necessary for a student's ongoing academic history.

Programme photographs, reports, publications, and archival material may be retained for organisational history, documentation, educational use, and reporting, unless removal is requested and feasible.

## 16. YOUR RIGHTS

Subject to applicable law and organisational requirements, you may request:

- access to your personal information;
- correction of inaccurate or incomplete information, including academic records;
- updating of contact details;
- deletion of personal information, where legally and practically permissible;
- withdrawal of consent for non-essential communication;
- removal or restricted use of specific photographs, reports, or content, where feasible;
- information about how your data is used.

To protect privacy and prevent unauthorised disclosure, Vidhya Sagar Charitable Trust may ask for identity verification before acting on any request. Where a request concerns a student's records, we may require verification of the requester's relationship to the student (e.g., parent or guardian) before acting.

Certain information may not be deleted immediately if it is required for legal, accounting, audit, statutory, admission, academic, donation, reporting, dispute resolution, or legitimate organisational purposes.

## 17. WITHDRAWAL OF CONSENT

Where we rely on your consent to process information, you may withdraw your consent by writing to us.

Withdrawal of consent may affect our ability to provide certain services, issue documents, process requests, communicate admission or programme updates, include participation details, or maintain certain records.

Withdrawal of consent will not affect processing already carried out before the withdrawal, where such processing was lawful.

## 18. LINKS TO OTHER WEBSITES

Our website may contain links to third-party websites, social media pages, payment gateways, videos, maps, documents, or external platforms.

Vidhya Sagar Charitable Trust is not responsible for the content, privacy practices, security, availability, or accuracy of external websites or services.

Visitors should review the privacy policies of such third-party platforms before sharing personal information with them.

## 19. INTERNATIONAL ACCESS

Vidhya Sagar Charitable Trust's website may be accessed from outside India. If you provide personal information from outside India, you understand that such information may be processed and stored in India or through service providers located in India or other jurisdictions, depending on the tools and platforms used.

## 20. UPDATES TO THIS POLICY

Vidhya Sagar Charitable Trust may update or revise this Policy from time to time.

The updated Policy will be posted on the website with a revised “Last Updated” date.

Continued use of the website or continued interaction with Vidhya Sagar Charitable Trust after such update means that you accept the revised Policy.

## 21. GRIEVANCE REDRESSAL AND CONTACT DETAILS

For questions, correction requests, removal requests, privacy concerns, admission or donation data queries, communication preferences, or grievances, please contact:

### **Vidhya Sagar Charitable Trust**

Website: [vidhyasagar.in](http://vidhyasagar.in)

Email: [info@vidhyasagar.in](mailto:info@vidhyasagar.in)

Address: Vidhya Sagar Campus, GST Road, Vednarayanapuram, Chengalpattu – 603 111

Phone / WhatsApp: +91 91791 72001

Grievance Officer / Contact Person: [Insert Name and Designation]

Email: [info@vidhyasagar.in](mailto:info@vidhyasagar.in)

We will make reasonable efforts to acknowledge and respond to genuine requests within a reasonable time, subject to verification and applicable legal or organisational requirements.

## 22. ACKNOWLEDGEMENT

By using Vidhya Sagar Charitable Trust's website, submitting information, applying for admission, making a donation, registering for a programme or scholarship, volunteering, sharing school or academic reports, uploading photographs or videos, or communicating with Vidhya Sagar Charitable Trust, you acknowledge that you have read and understood this Privacy and Cookies Policy.