

THE LAWRENCE SCHOOL, LOVEDALE

Privacy Policy

Website Privacy Policy

Document Version	1.0
Effective Date	01 October 2026
Approving Authority	Headmaster
ERP Administrator	HOD – IT Department

The Nilgiris, Tamil Nadu, India

1. Introduction

The Lawrence School, Lovedale (“School”, “we”, “us” or “our”) is committed to protecting the privacy and personal information of our students, parents and guardians, staff, prospective students, alumni, visitors and other members of the School community.

This Privacy Policy explains how the School collects, uses, stores, protects and, where necessary, shares personal information through its website, online services and School-related activities.

By using the School website or providing information to the School through its online or offline forms and services, you acknowledge the practices described in this Privacy Policy.

2. Information We Collect

- Website Users: IP address; browser type; device information; operating system; pages visited; date and time of access; website usage information; and technical or diagnostic information.
- Staff and Employees: Information necessary for recruitment, employment, attendance, payroll, HR administration, professional development and statutory requirements.
- Parents and Guardians: Name; relationship with the student; address; telephone/mobile number; email address; emergency contact information; fee and payment-related information; information submitted through admission, enquiry and School forms; and parent portal/ERP account information.
- Students and Prospective Students: Name; date of birth; gender; photograph; address; contact details; parent/guardian details; emergency contact information; admission and enrolment information; previous school information; academic records; attendance records; examination and assessment information; house/hostel information; co-curricular and extracurricular activity information; achievements and awards; medical information where required; and other information necessary for educational, residential, welfare and administrative purposes.

3. How We Use Personal Information

The School may use personal information for legitimate educational, administrative, welfare, safety and operational purposes, including:

4. Children’s Privacy

The Lawrence School, Lovedale is an educational institution and therefore processes personal information relating to children as part of its normal educational, residential, administrative, welfare and safeguarding responsibilities.

We recognise that children’s personal information requires particular care and protection.

Student information may be processed for purposes including admission, education and academic assessment, attendance, examinations, student welfare, healthcare, safeguarding, boarding and residential administration, School activities, communication with parents/guardians, and statutory or regulatory requirements.

Where consent or parental/guardian authorisation is required under applicable law, the School will follow the appropriate consent process.

The School does not intend to sell children's personal information or use it for unrelated commercial advertising purposes.

5. Academic and Student Records

The School maintains student records necessary for educational and administrative purposes.

These may include academic results, examination records, report cards, attendance, activity participation, achievements, disciplinary records, student welfare information and other relevant School records.

Access to such information is restricted to authorised persons based on their responsibilities.

Parents or lawful guardians may request information relating to their child, subject to applicable law, School procedures and safeguarding considerations.

6. Health and Medical Information

The School may collect and process health and medical information where necessary to protect the health, safety and welfare of students and staff.

This may include medical history, allergies, vaccination information, medication information, medical certificates, health records, illness or injury information and emergency medical information.

Medical information is treated as confidential and access is restricted to authorised personnel who require it for legitimate medical, welfare, safety or administrative purposes.

7. Photographs and Videos

The School may photograph or record students, staff and visitors during School activities and events such as academic programmes, sports, cultural activities, competitions, Founder's Day and other School celebrations, educational trips and excursions, assemblies, award ceremonies and other official School activities.

Photographs and videos may be used for legitimate School purposes, including School records, annual reports, yearbooks, newsletters, School publications, official website, official social-media channels and communication about School activities and achievements.

Where specific consent is required, the School will obtain appropriate consent.

8. CCTV and Security

As a residential educational institution, the School may use CCTV cameras and other security systems in appropriate areas of the campus.

CCTV may be used for student and staff safety, visitor security, prevention of unauthorised access, protection of School property, investigation of incidents, safeguarding and compliance with legal or security requirements.

CCTV cameras will not ordinarily be installed in areas where individuals have a reasonable expectation of privacy, such as toilets and changing rooms.

CCTV footage may be accessed only by authorised personnel and may be provided to law-enforcement or other authorised authorities where required or permitted by law.

9. School ERP and Digital Services

The School uses digital systems and ERP platforms to support its educational and administrative functions.

These systems may include services relating to Admissions, Student Management, Academic Management, Lesson Planning, Report Cards, Timetable, Fees, Finance and Accounting, Procurement, Inventory, HR and Payroll, Attendance, Hospital Management, Library Management, Visitor Management, Hostel Management, Transport, Activities, Asset Management and other authorised School functions.

Personal information processed through these systems is subject to appropriate access controls and security measures.

The HOD – IT Department serves as the School’s ERP Administrator and is responsible for the operational administration of ERP user access, roles and permissions, system coordination and related technical matters.

10. Online Payments

The School may provide online payment facilities for School fees and other authorised payments.

Payments may be processed through authorised banks, payment gateways or other financial service providers.

Payment information required to complete a transaction may be processed directly by the relevant payment service provider.

The School may retain transaction information necessary for accounting, reconciliation, fee administration, audit and legal or statutory requirements.

11. Cookies

Our website may use cookies and similar technologies to improve website functionality and user experience.

Cookies may be used for website functionality, remembering preferences, security, website analytics, performance monitoring and improving our online services.

You may manage or disable cookies through your browser settings. Disabling certain cookies may affect some website functions.

12. Sharing of Personal Information

The School may share personal information with authorised persons or organisations where necessary for legitimate School purposes.

These may include authorised School employees; parents or legal guardians, where appropriate; educational and examination authorities; government departments; healthcare professionals or hospitals; banks and payment service providers; auditors and professional advisers; ERP and technology service providers; cloud and hosting providers; security service providers; authorised contractors and vendors; and law-enforcement or other authorities where required or permitted by law.

The School does not sell student personal information for commercial gain.

Where third-party service providers process personal information on behalf of the School, the School will seek appropriate confidentiality and security safeguards.

13. Third-Party Websites

The School website may contain links to third-party websites, including government portals, examination websites, payment gateways, educational resources and social-media platforms.

The School does not control the privacy practices of these third-party websites.

We recommend that users review the privacy policies of third-party websites before providing personal information to them.

14. Data Security

The School takes reasonable technical, administrative and organisational measures to protect personal information from unauthorised access, unauthorised disclosure, loss, misuse, alteration, destruction and other unauthorised processing.

Security measures may include role-based access, authentication controls, password protection, system monitoring, backups, network security, endpoint protection, restricted administrative access and staff awareness and training.

However, no method of transmission over the Internet or electronic storage system can be guaranteed to be completely secure.

15. Data Retention

The School retains personal information only for as long as reasonably necessary for the purpose for which it was collected or as required for educational records, examinations and certification, legal and regulatory requirements, accounting and financial requirements, student welfare and safeguarding, security, institutional records, alumni purposes or other legitimate School requirements.

When personal information is no longer required, the School may securely delete, anonymise or otherwise dispose of it in accordance with applicable requirements.

16. Data Transfers

Certain School systems and third-party service providers may store or process information using infrastructure located outside the School campus or, where applicable, outside India.

Where such processing occurs, the School will take reasonable steps to ensure that appropriate security and contractual safeguards are in place and that applicable legal requirements are followed.

17. Your Privacy Rights

Subject to applicable law, individuals may have rights relating to their personal information, including the right to request access to personal information, request correction or updating of inaccurate information, request deletion where legally applicable, withdraw consent where processing is based on consent, raise concerns regarding the processing of personal information and exercise other rights available under applicable law.

Requests relating to a child's personal information may ordinarily need to be submitted by the parent or lawful guardian where applicable.

The School may verify the identity and authority of the person submitting a request.

18. Privacy Requests and Grievances

If you have a question, concern, request or complaint relating to the processing of your personal information, you may contact the School using the details provided below.

Please include sufficient information to enable the School to understand and respond to your request.

The School will endeavour to address legitimate requests and grievances within the applicable legal and procedural requirements.

19. Data Breach and Security Incidents

If the School becomes aware of a personal-data breach or security incident, it will take appropriate steps to investigate the incident, contain and mitigate the impact, protect affected information, restore affected systems where appropriate, take corrective measures and provide notifications to affected individuals or authorities where required by applicable law.

20. Compliance with Applicable Laws

The School is committed to complying with applicable Indian laws and regulations relating to privacy and personal-data protection.

The School's privacy and data-processing practices will take into consideration the Digital Personal Data Protection Act, 2023, the Digital Personal Data Protection Rules, 2025, and other applicable laws and regulatory requirements as they come into force and apply to the School.

The School may update its privacy practices from time to time to reflect changes in applicable law and technology.

21. Changes to this Privacy Policy

The School may update this Privacy Policy from time to time to reflect changes in applicable laws, School systems, technology, new digital services, data-processing practices or operational requirements.

The updated Privacy Policy will be published on this webpage.

The “Effective Date” at the beginning of this Policy will indicate the date on which the current version came into effect.

We encourage parents, students, staff and visitors to review this Privacy Policy periodically.

22. Contact Us

If you have any questions, concerns, requests or complaints relating to this Privacy Policy or the processing of personal information by The Lawrence School, Lovedale, please contact us.

Organisation	The Lawrence School, Lovedale
Location	The Nilgiris, Tamil Nadu, India
Website	www.thelawrenceschool.org
Email	contact@thelawrenceschool.org
Privacy / Data Protection Enquiries	contact@thelawrenceschool.org

23. Effective Date

This Privacy Policy is effective from 01 October 2026.