

Soujanaars Academy Privacy Policy

Introduction

At **Soujanaars Academy**, we are committed to safeguarding and preserving the privacy of our students, parents, and staff. This Privacy Policy outlines the types of personal information we collect, how we use it, and the steps we take to protect it.

Information Collection

We collect various types of information to support our educational activities:

- **Personal Information:** This includes names, dates of birth, parent/guardian contact information, medical details, and academic records.
- **Health Information:** We may collect health-related data to ensure student safety and provide necessary care.
- **Academic Records:** Grades, attendance, and other educational performance data are maintained.
- **Website and Online Platform Data:** We may collect data through interactions with our website, including cookies and tracking technologies, to improve the user experience.

Use of Information

The information we collect is used to:

- Facilitate student registration and communication with parents and guardians.
- Monitor academic progress and provide educational support.
- Notify parents and guardians about school events, announcements, and updates.
- Provide access to online educational platforms and resources.

Data Sharing

We do not sell or rent personal data to third parties. However, we may share personal data with trusted third-party service providers who assist us in managing the school's operations, such as educational platforms, email services, and medical providers. These third parties are required to maintain the confidentiality of your information.

Data Security

We employ strict security measures to protect personal information, including encrypted data storage and restricted access to sensitive records. Our staff is trained to handle data responsibly.

Data Retention

We retain personal data for as long as necessary to fulfill the purposes outlined in this policy. Once the data is no longer required, we securely dispose of or anonymize it.

Parental Rights

Parents and guardians have the right to access, update, or request the deletion of their child's personal data. To exercise these rights, please contact us at the provided contact details.

Cookies and Tracking

We use cookies to enhance your experience on our website. These cookies help us analyze website traffic and improve our services. You can adjust your browser settings to manage cookies.

Changes to this Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website, and we will notify you of significant changes. Please review this policy periodically.

Contact Information

If you have any questions about this Privacy Policy or wish to exercise your data protection rights, please contact us at:

Email: info@soujanaars.sc.ke