

Privacy Policy

How we handle personal data, including your child's

"What's your question for the day?"

Last updated: 16th September, 2026

1

Who this policy is about, and who we are

This policy explains what personal data The Leap School (Operated by Udgam Educational Society) collects, why, and what rights you and your child have over it. It applies to anyone who visits theleapschool.org, submits an enquiry through the Leap Desk, downloads the Fee Particulars, or becomes part of our school community through admission.

The Leap School is located at Plot No. 202 and 203, HIG Phase-II, Ushodaya Enclave South, Majeera Pipeline Road, Chandanagar, Behind Vijetha Super market, Hyderabad, Telangana 500049.

Where we refer to "personal data" in this policy, some of it is your own, as a parent or guardian, and some of it is your child's. Your child's personal data gets extra protection under Section 9 of the DPDP Act, described in section 5 below, and we have written this policy so that protection is easy to find, not buried in general language that applies equally to everyone.

2

What personal data we collect

Where from	What we collect
Leap Desk enquiry form / Fee Particulars download	Parent's name, phone number and email address; child's name; class or grade of interest; preferred contact time.
The admission process, once begun	Child's and parents'/guardians' identity documents (birth certificate, Aadhaar), photographs, prior academic records and transfer certificates, immunisation and medical records, as listed in our admissions requirements.

Ongoing school life, once enrolled	Attendance, academic and assessment records, fee and payment records, health and emergency contact information, and safeguarding or incident records where relevant (see our Child Protection Policy).
School days, activities and events	Photographs and video recordings taken on campus and at school events, which may include your child, other students, staff, family members and visitors. See section 6 for how these are used.
The website itself	Standard technical data such as IP address, browser type and pages visited, if and where analytics or similar tools are used.

3

Why we collect it

We only use personal data for the purposes below, and we tell you the purpose at the point we ask for the data:

- Responding to your enquiry and following up on your interest in admission.
- Processing and confirming an admission, once you begin that process with us.
- Sending you the Fee Particulars and any other information you have asked for.
- Running the school day to day, once your child is enrolled: attendance, academics, assessment, fees, transport and health and safety.
- Meeting our legal, regulatory and board (CBSE) recordkeeping obligations.
- Safety and safeguarding, including CCTV, visitor logs and emergency medical information, as set out in our Child Protection Policy.
- Promoting The Leap School's activities, using photographs and videos taken during school days and events. See section 6 for what this means and the choice you have over it.

We do not use a child's personal data to track them, build a behavioural profile of them, or target advertising at them. Ever.

4

Our legal basis for processing: your consent

Wherever we ask for personal data, whether through the website or on paper during admission, we rely on your consent, given freely, for a specific and clearly stated purpose, through a clear affirmative action such as ticking a box or submitting a form. You can withdraw this consent at any time by contacting us (see section 11); we will explain what that means for any request or process already underway.

Withdrawing consent does not affect anything we were legally required to do with your data before you withdrew it, and it does not remove records we are required by law to keep, such as an enrolled student's academic file.

Processing your child's personal data (Section 9 of the DPDP Act)

The DPDP Act treats a child, meaning anyone under 18, differently from an adult. Before we process your child's personal data, we need your verifiable consent as their parent or lawful guardian.

How we verify that consent

For most families, this happens in two stages. At enquiry stage, you identify yourself as the parent directly, by name, phone and email, when you submit the Leap Desk form yourself. At admission stage, this is confirmed in person, with your own identity documents and your child's, as part of the admissions process our team runs with you directly.

What we will never do with your child's data

- Track your child's activity across the website or elsewhere, or build a behavioural profile of them.
- Direct advertising at your child, targeted or otherwise based on their data.
- Process your child's data in a way likely to cause a detrimental effect on their well-being, physical, mental, social, educational or moral.

Photographs and videos: promoting our school

During school days, activities and events, we take photographs and videos on campus. These may include your child, other students, staff, family members and visitors. We use this content to promote The Leap School's activities on our website, our official social media accounts, and other communication channels such as newsletters and printed material.

This is stated here openly, and it is a separate, specific choice from everything else in this policy. Admission to The Leap School, and everything we do to teach and care for your child, does not depend on agreeing to this. You can say yes or no to it on its own terms.

This is not targeted advertising, and never will be

Using a photograph or video to show what school life at The Leap School looks like, to the public at large, is a different thing from targeted advertising, and we keep the two strictly apart. We do not use your child's image, or any data about them, to target advertising at your child, at you, or at anyone else. We do not pair this content with tracking or behavioural profiling of any kind. This holds regardless of what consent has been given, exactly as described in section 5.

Where this is published, and who else sees it

Our website, and our official social media accounts.

We keep promotional photographs and videos for as long as reasonably needed for this purpose, or until you ask us to remove a specific item.

Who we share personal data with

We do not sell personal data, to anyone, for any reason.

We share personal data only where it is necessary to run the school or meet a legal obligation, and always under a confidentiality obligation:

- CBSE and other education or government authorities, where legally required.
- School transport and medical service providers, strictly for the service they provide to your child.
- IT and website service providers who host our website, our enquiry form, and (once built) our admissions systems.

How long we keep personal data

Type of data	Retention
Enquiry data that does not lead to admission	24 months from the last contact, after which it is deleted unless the family re-engages
Admitted student's academic and attendance records	For as long as the child is enrolled, plus 10 years after, in line with CBSE and applicable education-record rules
Safeguarding and incident records	Per the retention rule in our Child Protection Policy, which is 20 years for legal-protection reasons
Fee and payment records	As required by applicable tax and financial recordkeeping law
Promotional photographs and videos	Kept for as long as reasonably needed for the promotion, or until you ask us to remove a specific item (see section 6)

Your rights

As a Data Principal under the Act, or as the parent exercising these rights on your child's behalf, you can ask us to:

1. Give you a clear summary of the personal data we hold about you or your child, and how we are using it.
2. Correct or update personal data that is inaccurate or incomplete.
3. Erase personal data once the purpose it was collected for no longer applies, subject to our legal retention obligations (section 7).
4. Nominate another person to exercise these rights on your behalf if you die or become incapacitated.
5. Raise a grievance with us, and if unresolved, with the Data Protection Board of India.

We aim to respond to a verified request within 30 days.

Keeping your data safe

We take reasonable technical and organisational steps to protect personal data: restricting staff access to what their role needs, keeping physical admission files secure, and using password-protected digital systems.

If a personal data breach occurs, we will notify the Data Protection Board of India and every affected individual as required by the Act, explaining what happened, its likely consequences, and what we are doing about it.

Grievance Officer

If you have a question or complaint about how we handle personal data, contact us using the details in section 13. If we cannot resolve it to your satisfaction, you may take the matter to the Data Protection Board of India.

Changes to this policy

We may update this policy as our practices change, and we will update the date at the top when we do. If a change materially affects how we handle your child's personal data, we will tell enrolled parents directly, not only post the update online.

Contact us

The Leap School

Plot No. 202 and 203, HIG Phase-II, Ushodaya Enclave South, Majeera Pipeline Road, Chandanagar, Madeenaguda, Hyderabad, Telangana 500049

Phone: 83408 86111 | 83408 86222

Email: contact@theleapschool.org

Office hours: Monday to Friday, 8:30 AM to 4:30 PM..