

PRIVACY POLICY

By accessing our Platform (“Application”) from any computer, computer device, mobile, smartphone or any electronic device, you expressly agree to be bound by this Privacy Policy (hereinafter referred to as the “Privacy Policy”).

1. Introduction and Purpose of Privacy Policy

This Privacy Policy explains our policy regarding the collection, use, disclosure and transfer of personal information on behalf of Customer by **Leadership Boulevard Private Limited** (hereinafter referred to as the “Lead School” or “We” or “Us”) and is branded under the name of *Lead School, Lead, Pinnacle+ and Propel* to all the pages on our sites and any features of them and any application, other areas which require registration. This Privacy Policy forms part and parcel of the Terms of Service (“Master Terms”). Capitalized terms which have been used here but are undefined shall have the same meaning as attributed to them in the Master Terms.

Lead School provides an enterprise resource planning solution (“Platform”) which is licensed to the Customer for management, operation and functioning of the School in a better way (“Services”) as per the applicable Agreement.

We respect the privacy of our Application users and the confidentiality of the information provided by them and have developed this Privacy Policy to demonstrate our commitment to protecting the same. This Privacy Policy describes the type of information we collect, purpose, process, usage, storage and handle information, and disclosure thereof. We encourage you to read this Privacy Policy carefully when (i) using our Application from any computer, computer device, mobile, smartphone or any electronic device, or (ii) availing any products or services offered on or through the Application. By using our Application you are accepting the practices described in this Privacy Policy.

It is hereby clarified that Privacy Policy shall not be applicable to any third-party sites which are linked to our sites. We recommend that you read the privacy policy of any such sites that you visit and intent to use as we are not responsible for them.

2. Who are our Customers?

Our customers are educational institutions, such as schools, who use our sites or services in their institutions. Our customers choose to let their students/learners and teachers to use our sites or services. The Application assists school owners/principals/academic coordinators in the following ways:

- a) managing their student and teacher database.
- b) assisting with transaction activities like sending notices to parents, manage teacher performance, online fees collection etc; and
- c) getting reports/analytics on students and teachers’ performance.

3. What information do we collect, receive, and store?

LeadSchool collects certain personal information from the Customer or the representative of the Customer for registration and managing the Application.

When you use the Application, we collect certain personal and non-personal information. Your personal information helps us to collect information that can directly identify you such as your name, address, email address, phone number etc ("personal information"). We also collect your non-personal information that does not directly identify you. Your personal information shall not be made public or made available to other users without your explicit permission.

In order to login as a Customer with the Application, you will be asked to use your own log-in id and password. You also may be asked to allow us to collect your location information from the device/computer when you use the Application. In addition, we may collect and store any personal information you provide while using our Application or in some other manner.

We neither knowingly collect any information nor promote our Application to any minor under the age of 18 (eighteen) years. If you are less than 18 (eighteen) years old or a minor in any other jurisdiction from where you access our Application, we request that you do not submit information to us. In case of you being a minor, you state that you have the requisite permission to access the Application from your parents/legal guardian and in which case, these Terms will be applicable to your said parents/legal guardian. If we become aware that a minor has registered with us and provided us with personal information, we may take steps to terminate such person's registration and delete their account with us.

We use various tools and technologies, including cookies, to collect your personal information and non-personal information from the device from which you access the Application and learn about your activities taking place under your account when you use our Application. Such non-personal information could include your IP address, device ID and type, your browser type and language, operating system used by your device, access times, your device/computer geographic location and the referring website address. We may use web beacons and other similar technologies to track your use of our Application and to deliver or communicate with cookies.

4. What are my responsibilities as a customer?

Customers who use our Application or Services must give us the necessary consent to upload personal information about them or their students/learners and teachers to the site or service. Customers must also ensure that any personal information they upload is accurate.

If you have any doubt whether you have consent to upload the personal information, please do not use our sites or services. If you are a customer, you are also required to maintain appropriate technical and organizational measures against unauthorized or unlawful processing of that personal information and against accidental loss, theft, destruction of or damage to that personal information. Passwords and usernames for our sites or services should not be written down or shared.

5. How do we use the information we collect?

We may use information that we collect from You to:

- i. deliver and improve the Application and our services and manage our business.
- ii. manage your account and provide you with customer support.
- iii. perform research and analysis about your use of, or interest in, our or other users' products, services, or content or such products, services, or content as may be available on or through the Application;
- iv. communicate with you by email, postal mail, telephone and/or mobile devices about products or services that may be of interest to you either from us or other users or such products, services, or content as may be available on or through the Application;
- v. develop, display, and track content and advertising tailored to your interests of your Application;

- (f) perform a website or mobile application analytics;
- vi. enforce or exercise any rights in our Application related Terms and Conditions;
- vii. perform functions or services as otherwise described to you at the time of collection; and
- viii. resolve disputes, troubleshoot problems, detect and protect us against any activity not expressly authorized under the Master Terms.

6. With whom we share your information?

- 6.1. When you register as a user of our Application, your profile details may be accessible and viewable by other Application users.
- 6.2. We do not share your personal information with others except as indicated in this Privacy Policy or unless you have opted to reveal your personal information in your profile on the Application.
- 6.3. We may also disclose your personal information (i) for complying with applicable laws, requests or orders from law enforcement agencies, appropriate authorities (such as without limitation, child protection agencies, court officials and the like) or for any legal process; (ii) for enforcing the Application's Terms and Conditions; (iii) for protecting or defending ours, any Application user's or any third party's rights or property; (iv) for supporting any fraud/ legal investigation/ verification checks; (v) or in connection with a corporate transaction, including but not limited to the sale of our business, merger, consolidation, or in the unlikely event of bankruptcy. You acknowledge and understand the provisions of this Clause 6.3 and grant us an unconditional, perpetual right and permission to make such disclosure.
- 6.4. We may use and share your non-personal information we collect under any of the above circumstances, including with third parties to develop and deliver targeted advertising on our Application and on websites and/or applications of third parties, and to undertake analysis thereof. We may combine non-personal information we collect with additional non-personal information collected from other sources. We also may share aggregated, non-personal information, or personal information in hashed, non-human readable form, with third parties, including advisors, advertisers, and investors, for the purpose of conducting general business analysis or other business purposes.

7. How can you access or control your information?

7.1. If you have an Application account with us, you can review and update your personal information by opening and editing your profile details. In addition, we give you the control to opt-out of having your personal information shared, via the Application settings. If you log out of your Application account, we may retain certain information associated with your account for analytical purposes and record keeping purposes or as required by law, as well as to prevent fraud, enforce our Application's Terms and Conditions, take actions we deem necessary to protect the integrity of our Application or other Application users or take other actions otherwise permitted by law. In addition, if certain information has already been provided to third parties as described in this Privacy Policy, retention of that information will be subject to those third parties' policies.

7.2. You can choose not to provide us with certain information; however, this may result in you being unable to use certain features of our Application. Our Application may also deliver notifications to your email or mobile device. You can disable these notifications by changing your Application account settings.

7.3. You are solely liable and responsible for any information you provide and/or share using the Application.

7.4 Google Security Setting: We use google authentication to connect to YouTube. If you have connected your YouTube account and wish to revoke your authentication, please follow the instructions provided here to revoke the same - <https://myaccount.google.com/permissions/>

7.5. You have the right to correction, completion, updating and erasure of your personal data for the processing of which you have previously given consent, including in accordance with any requirement or procedure under any law for the time being in force.

8. How do we protect your personal information?

We adopt reasonable security practices and procedures to help safeguard your personal information under our control from unauthorized access. However, you acknowledge that no Internet transmission or system or server can be 100% secure. Therefore, although we take all reasonable steps to secure your personal information, we do not promise or guarantee the same, and you should not expect that your personal information, or other communications while using the Application will always remain secure and safeguarded by us. You should always exercise caution while providing, sharing or disclosing your personal information using the Application.

9. Changes to this Privacy Policy

We may occasionally update this Privacy Policy. When we post changes to this Privacy Policy, we will revise the "last updated" date. We recommend that you check our Application from time to time to keep yourself updated of any changes in this Privacy Policy or any of our other Application related terms and policies.

10. Contact Us

Any feedback you provide to us with respect to the Application and our products/services shall be deemed to be non-confidential and we shall be entitled to use the same on an unrestricted basis. Further, by submitting the feedback, you represent and warrant that (i) your feedback does not contain confidential or proprietary information of yours or of third parties; and (ii) we are not under any obligation of confidentiality with respect to your feedback.

You have the right to nominate any other individual in the event of death or in case of any incapacity of the Customer, exercise the rights of the Customer in accordance with the provisions of this Act and the rules made thereunder. For any grievance, complaints or to update your personal information or to withdraw the consent you may contact to our Grievance Officer.

Please contact our Grievance Officer on schoolsupport@leadschool.in or help@leadschool.in or call on 8682833333 for a copy of this Privacy policy or for any questions or comments regarding this Privacy Policy.

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