

Privacy Policy & Terms for Fee Payment

Indo Scots Global School, Thane *Last Updated: August 2026*

Indo Scots Global School ("School", "we", "us", or "our") is committed to protecting the privacy of parents, guardians, students, and visitors ("users", "you"). This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website <https://indoscotsthane.com/> and use our online fee payment services.

Please read this policy carefully. If you do not agree with the terms of this privacy policy, please do not access the site or use our online payment facilities.

1. Information We Collect

We collect information that you provide directly to us when filling out admission forms, enquiry forms, or paying school fees online. This may include:

- **Personal Data:** Parent/Guardian name, student name, admission/registration number, grade, email address, phone number, and billing address.
- **Payment Data:** All online financial transactions are processed securely through our third-party payment gateway partner, Razorpay. We do not store or collect your credit/debit card numbers, CVV, Net Banking credentials, or UPI PINs on our servers. All such data is securely handled by Razorpay in compliance with PCI-DSS standards.
- **Technical Data:** When you browse our website, we (via analytics tools such as Google Analytics) may automatically collect your IP address, browser type, device/platform information, referring pages, and date/time of visit. This data is used only in aggregate/anonymised form for site improvement and is not linked to your identity.

2. Consent

Where consent for the use and disclosure of personal information is required, the School will seek it from the appropriate person. Where information relates to a student, we seek consent from the student's parent or guardian before using or disclosing that information.

3. How We Use Your Information

We use the collected information solely for educational and administrative purposes, including:

- Processing online school fee payments and generating receipts.
- Managing student admissions, academic records, and enquiries.
- Sending critical administrative updates, payment reminders, and school announcements via SMS or email.

4. Data Sharing and Disclosure

We do not sell, trade, or rent your personal information to third parties. We only share information with trusted third-party service providers, such as Razorpay, to securely process your fee payments. These providers are bound by strict confidentiality agreements

to protect your data. Personal information is not transferred to any other non-affiliated third party unless required by law or otherwise stated at the time of collection.

5. Cookies

A cookie is a small text file stored by your browser that allows our website to "remember" your preferences from visit to visit. Use of cookies on our site is not linked to any personally identifiable information. Most browsers let you reject, selectively accept, or delete cookies; please note that doing so may make certain website functions unavailable.

6. Data Security

We implement robust administrative, technical, and physical security measures to protect your personal information, including encryption (SSL/TLS) of data submitted through online forms. Servers that store personally identifiable information are kept in a secure environment, and under no circumstances are card numbers permanently stored on our servers. That said, no transmission over the internet can be guaranteed 100% secure, and you acknowledge that any information you transmit is at your own risk.

7. Links to Other Websites

Our website may contain links to other sites, including our payment gateway partner. We are not responsible for the privacy practices of such third-party sites and encourage you to review their privacy policies independently. This policy applies solely to information collected through indoscotsthane.com.

8. Refund, Terms, and Cancellation Policy

- **Fee Structure:** All school fees must be paid as per the schedule provided by the school management.
- **Refunds:** Fees once paid are non-refundable and non-transferable under any circumstances, except in cases of double payments or technical errors where the amount was deducted twice for a single transaction.
- **Transaction Failures:** In case of a failed transaction where money is deducted from your bank account but not received by the school, the bank will automatically credit the amount back to your account within 5–7 working days.

9. Children's Privacy

Our services involve information about students who are minors. Such information is collected and used only with the consent of, and for communication with, the student's parent or guardian, as described in Section 2 above.

10. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for legal/regulatory reasons. The "Last Updated" date at the top of this page will indicate when the policy was last revised.

11. Contact Us

If you have any questions, grievances, or require support regarding this privacy policy or your online payments, please contact us at:

- **School Name:** Indo Scots Global School
- **Address:** Ram Maruti Road, Near Talao Pali, Ghantali, Thane (West), Maharashtra - 400602
- **Phone:** 022 2542 5555 / +91 98675 55152
- **Email:** info@indoscotsthane.com / enquiry@indoscotsthane.com