

Privacy Policy

Nova Tech School Management Platform

IMPORTANT — READ BEFORE USING THIS DOCUMENT

This is a professionally-drafted template prepared for a school management platform operating in Nepal, referencing the Constitution of Nepal (Article 28), the Individual Privacy Act, 2075 (2018), the Individual Privacy Regulation, 2077 (2020), and the Electronic Transactions Act, 2063 (2008). It is provided to give you a strong, realistic starting point — it is NOT legal advice, and it has NOT been reviewed by a Nepali-licensed lawyer. Mishandling personal data under the Individual Privacy Act carries real penalties (up to 3 years' imprisonment and a fine of NPR 30,000), and this system processes data belonging to minors. Before publishing this document or relying on it with real schools, have it reviewed by a qualified lawyer licensed in Nepal, fill in every bracketed [placeholder], and confirm it matches how your business actually operates.

Effective date: [Insert Date]

Document Version 1.0 — Draft for legal review

1. Introduction

[Your Full Name] ("Nova Tech," "we," "us," or "our"), operating as an individual, provides a school management platform used by schools in Nepal to manage staff accounts, classes, student records, attendance, marks, and related school administration ("the Service"). This Privacy Policy explains what personal information the Service collects, how it is used, who is responsible for it, and what rights individuals have, in line with the Constitution of Nepal (Article 28), the Individual Privacy Act, 2075 (2018) ("the Privacy Act"), and the Individual Privacy Regulation, 2077 (2020).

This Policy applies to two groups of people: (a) school staff who hold a login account (Admin, Principal, or Teacher), and (b) students whose information is entered into the Service by their school. Students do not currently hold their own login accounts.

2. Who Is Responsible for Your Data

For information about students, the school itself — acting through its Principal and the staff it authorizes — is the party responsible for deciding what information is collected and why (referred to in this Policy as the "School," and in Nepali data protection practice as the responsible institution or "Authorized Person"). Nova Tech acts as a service provider, processing that information only as instructed by the School, to operate the Service.

For information about staff accounts themselves (an Admin, Principal, or Teacher's own name, email, and login credentials), Nova Tech is responsible for that information as the platform operator.

3. Information We Collect

Staff Account Information

- Full name, email address, and role (Admin, Principal, or Teacher)
- Login credentials (your password is stored only as a one-way cryptographic hash — Nova Tech cannot see or recover your actual password)
- Campus or school name, for Principal accounts
- Account status (active/locked) and access expiry, where configured by an Admin or Principal

Student Information (entered by School staff)

- Full name, roll number, and class
- Date of birth and phone number, where the School chooses to record them
- Daily attendance records (present/absent)
- Marks and grades recorded by teachers, by subject
- Competition and extracurricular activity results

Usage Information

- Login timestamps and a record of key actions taken in the Service (for example, an account being created, locked, or a password reset), used to maintain accountability within a School's own account

4. How We Use Information

- To operate the Service: authenticate logins, enforce role-based permissions, and display the correct records to the correct account

- To generate the reports Schools request: attendance history, per-subject marks, percentage, GPA, and related summaries
- To maintain a basic activity log so Admins and Principals can review key actions taken within their own school's account
- To maintain and improve the security and reliability of the Service
- To comply with a legal obligation, such as a lawful request from the Nepal Police Cyber Bureau or a competent court

5. Consent and Legal Basis

Under the Privacy Act, collecting, recording, disclosing, or processing personal information requires the consent of the person concerned, along with being informed of the nature, purpose, and method of collection, how long the information will be retained, and what security measures protect it.

Because student personal information is entered by the School rather than by Nova Tech directly, the School is responsible for obtaining any consent required from parents, guardians, or students themselves before entering that information into the Service, consistent with the School's own enrollment and administrative processes. Nova Tech relies on the School's confirmation that it has the necessary authority and consent to enter the information it enters.

Staff members consent to the collection of their own account information (name, email, login activity) by creating or accepting a staff account on the Service.

6. Children's Information

Most students whose information appears in the Service are minors. Nova Tech limits student information to what a School reasonably needs for day-to-day administration — name, roll number, class, date of birth, phone number, attendance, and marks — and does not use student information for advertising or sell it to any third party.

Access to student records is restricted to the Teachers assigned to that student's class and the Principal/Admin responsible for that school, through the Service's role-based permission system. Students and their parents/guardians do not currently have direct login access to the Service; if and when that changes, this Policy will be updated to describe the additional consent and access arrangements that will apply.

7. How Information Is Shared

Nova Tech does not sell personal information. Information is shared only in these circumstances:

- Within a School's own account, according to each staff member's role (a Teacher sees only their assigned classes; a Principal sees their whole school; an Admin has school-wide oversight across the platform)
- With service providers who host the Service's infrastructure (database and application hosting), strictly to operate the Service, and not for their own independent use
- When required by law, such as in response to a valid order from a Nepali court or a request from the Nepal Police Cyber Bureau
- If the School's account is transferred as part of a good-faith business transition (for example, a change in which company operates the Service), with notice provided where practical

8. Data Storage, Hosting, and Security

The Service is hosted using third-party cloud infrastructure providers, which may store and process data on servers located outside Nepal. By using the Service, Schools and staff consent to this processing and storage arrangement as part of how the Service is delivered.

Passwords are stored only as irreversible cryptographic hashes. Access to the Service requires a valid, time-limited login token, and every request is checked against the current status of the account making it — so, for example, a locked account loses access immediately. No system can guarantee absolute security, and Nova Tech cannot guarantee that unauthorized access, loss, or misuse of information will never occur, but reasonable technical and organizational measures are used to protect information in the Service's care.

9. Data Retention and Deletion

Information remains in the Service for as long as the relevant School account remains active. A School (through its Principal) may delete a Teacher or Student record at any time; doing so permanently removes that record and directly related records (such as a deleted student's attendance and marks entries) from the Service.

An Admin may delete a Principal's account entirely; doing so permanently removes that Principal's teachers, classes, students, and related records. This action cannot be undone, and is intended to be used deliberately — for example, when a School stops using the Service.

A School may request export or deletion of its data by contacting Nova Tech using the details in Section 13.

10. Your Rights

Under the Privacy Act, an individual has the right to:

- Be informed of the nature, purpose, and method of any collection of their personal information
- Give or withhold consent to the collection, recording, disclosure, or processing of their personal information, subject to the exceptions the Privacy Act itself allows (for example, a legal requirement or a court order)
- Request rectification of inaccurate personal information

Because student information is entered and controlled by the School, a student, parent, or guardian who wishes to access, correct, or request deletion of a student's information should contact the School directly; the School can action this through its Principal account, or by contacting Nova Tech for assistance. A staff member may correct their own account information by contacting their Admin or Principal, and may change their own password at any time after logging in.

Nepal's enforcement mechanisms for these rights are still developing relative to more established frameworks elsewhere; Nova Tech will nonetheless make reasonable efforts to honor legitimate requests made under this section.

11. Changes to This Policy

This Policy may be updated from time to time, including when new features are introduced (such as direct parent or student access, if introduced in the future). Material changes will be noted with an updated effective date at the top of this document.

12. Contact Us

Questions about this Privacy Policy, or requests relating to your information, can be directed to:

[Your Full Name]

Operating as an individual — Nova Tech is not currently a registered company.

[Registered address, Nepal]

[Contact email]

[Contact phone number]

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