

## Privacy Policy

### NBS Institute of Pharmacy – Attendance & Academic Management App

**Last Updated:** 04 March 2026

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#### Introduction

NBS Institute of Pharmacy (“we”, “our”, “us”) respects the privacy of all users of the NBS Institute of Pharmacy Attendance & Academic Management App (“the App”).

This Privacy Policy explains how we collect, use, store, and protect information when teachers and principals use the App. By using this App, you agree to the practices described in this policy.

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#### 1. Purpose of the App

The App is developed exclusively for internal academic use at NBS Institute of Pharmacy, including:

- Student attendance management
- Class and subject management
- Academic activity tracking
- Sending attendance-related notifications to parents

Currently, **only Teacher and Principal modules are active.**

Student and Parent login modules are **not active** at this time.

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#### 2. Information We Collect

##### 2.1 Student Information

The App may store the following student-related data:

- Student name
- Roll number
- PR / Enrollment number
- Class and batch details
- Gender and date of birth (if provided)
- Parent name and parent phone number
- Student email and parent email
- Attendance records

This information is entered and managed **only by authorized teachers or principals.**

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##### 2.2 Teacher and Principal Information

For authentication and role-based access, the App may collect:

- Name
- Email address
- Role (Teacher or Principal)

- Assigned classes and subjects
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### 3. SMS Communication

The App sends SMS messages to parents of absent students for attendance notification purposes.

#### Important Clarifications:

- The App **only sends SMS**
  - The App **does NOT read SMS**
  - The App **does NOT access inbox messages**
  - SMS functionality is used **strictly for attendance-related communication**
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### 4. Camera and Media Access (Activities Module)

The App may request access to the device **camera and photo gallery** solely for uploading photographs related to academic and institutional activities.

#### Clarifications:

- Camera and gallery access is used **only when a teacher or principal explicitly selects or captures a photo**
  - The App does **not access the camera or gallery in the background**
  - No photos are collected without user consent
  - Uploaded images are used only for **academic documentation and institutional records**
  - Images are securely stored using **Firestore (Google Cloud services)**
- The App does **not sell, share, or misuse** any images.
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### 5. How We Use the Information

Collected information is used only for:

- Marking and managing student attendance
- Academic administration
- Informing parents about student absence via SMS
- Recording academic and institutional activities
- Maintaining official academic records

We do **not** use data for advertising or marketing purposes.

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### 6. Data Storage and Security

- All data is securely stored using **Firestore (Google Cloud services)**
- Access is restricted based on user roles (Teacher / Principal)
- Reasonable security measures are implemented to prevent unauthorized access, loss, or misuse of data

### 7. Data Sharing

We do **NOT** sell, trade, or rent any personal data.

Data is **not shared with third-party organizations**, except:

- When required for institutional operations
  - When required by law or legal authorities
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## **8. Children's Privacy**

This App is intended for **institutional use only**.

- Students do not directly use the App
  - No student accounts are created by students themselves
  - All student data is managed by authorized staff members
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## **9. User Access and Control**

- Only authorized teachers and principals can view or update student records
- Editing permissions are controlled internally by the institution
- Student and parent access will be enabled only if officially activated in future versions

## **Account Deletion Policy**

NBS Institute of Pharmacy – Attendance & Academic Management App

Teachers using the **NBS Institute of Pharmacy – Attendance & Academic Management App** can request deletion of their account directly within the application through the **“Request Account Deletion”** option available in the **Profile section** of the app.

## **How Account Deletion Works**

When a deletion request is submitted:

1. The request is securely sent to the institution administrator for verification.
2. After approval, the user's authentication account is permanently deleted from our authentication system (Firebase Authentication).
3. Associated personal profile data stored in our database is permanently removed.
4. The user will no longer be able to access the application once the deletion process is completed.

## **Data Retention Policy**

Please note:

- Attendance records, academic logs, reports, and institutional records generated during the user's active period may be retained for legitimate academic, administrative, legal, and compliance purposes.
- Retained institutional data is securely stored and is not used for advertising or commercial purposes.

- Only authorized institution administrators have access to retained academic records.

### **Alternative Deletion Request Method**

If a user is unable to access the application, they may request account deletion by sending an email to:

[kaziaasim@gmail.com](mailto:kaziaasim@gmail.com)

Upon verification, the account and associated personal data will be processed for deletion within a reasonable timeframe.

### **Admin Accounts**

Administrator accounts are institution-managed accounts and cannot be deleted directly through the application. Any administrative account changes must be requested through institutional management.

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### **10. Changes to This Privacy Policy**

This Privacy Policy may be updated from time to time.

Any changes will be reflected on the **official college website**.

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### **11. Contact Information**

If you have any questions or concerns regarding this Privacy Policy, please contact:  
**NBS Institute of Pharmacy** Address: *N.B.S. Institute Of Pharmacy Ausa Afsar Nagar,*

*Under Ground Way Of Left Side Highway Bridge , Ujani Mod, Near Power House*

*Substation Ausa Dist. Latur (Maharashtra) 413520*

Phone: 8830403105 / 9823543696, 9022437073

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### **12. Consent**

By using this App, you confirm that you have read, understood, and agreed to this Privacy Policy.

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