



**FECOMAS TECH SOLUTIONS**

C/o Box 8083, Kanengo, Lilongwe, Malawi

Physical Location : Area 25 c, Lilongwe

Phone : +265 993 189671 / +265 886 598 858

Email : [info@fecomastechsolutions.com](mailto:info@fecomastechsolutions.com) Website: <https://fecomas.com>

## PRIVACY POLICY

At Fecomas, we are committed to protecting the privacy and security of our users' personal data. This Privacy Policy explains how we collect, use, and protect personal data in connection with our Fecomas School Management System.

### 1. Introduction

Fecomas School Management System is a cloud-based solution provided as a service (SaaS) to schools and educational institutions. This Privacy Policy applies to all users of the Fecomas School Management System, including administrators, teachers, students, and parents.

### 2. Personal Data We Collect

We collect the following types of personal data:

- **User Information:** name, email address, username, and password.
- **Student Information:** name, date of birth, grade level, and other educational data.
- **Parent/Guardian Information:** name, email address, and contact information.
- **Teacher Information:** name, email address, and other employment-related data.

### 3. How We Collect Personal Data

We collect personal data:

- **Directly from users:** when users create an account, fill out forms, or upload data to the Fecomas School Management System.
- **From schools and educational institutions:** when they provide us with student, parent, and teacher data.
- **Automatically:** through cookies and other tracking technologies when users interact with our system.

## 4. How We Use Personal Data

We use personal data:

- **To provide and improve our services:** to deliver the Fecomas School Management System, troubleshoot issues, and enhance user experience.
- **To communicate with users:** to send notifications, alerts, and other important information related to the system.
- **To comply with legal obligations:** to respond to subpoenas, court orders, and other legal requests.

## 5. Data Sharing and Disclosure

We may share personal data:

- **With schools and educational institutions:** to provide them with access to student, parent, and teacher data.
- **With service providers:** to perform tasks on our behalf, such as hosting, maintenance, and support.
- **As required by law:** to comply with legal obligations, such as responding to subpoenas or court orders.

## 6. Data Security

We implement robust security measures to protect personal data, including:

- **Encryption:** to protect data in transit and at rest.
- **Firewalls:** to prevent unauthorized access to our systems.

- **Access controls:** to limit access to authorized personnel only.

## 7. Data Retention

We retain personal data for as long as necessary to provide our services and comply with legal obligations. When data is no longer needed, we securely delete or anonymize it.

## 8. User Rights

Users have the following rights:

- **Access:** to request access to their personal data.
- **Correction:** to request correction of inaccurate personal data.
- **Deletion:** to request deletion of personal data.
- **Opt-out:** to opt-out of receiving marketing communications.

## 9. Changes to This Policy

We may update this Privacy Policy from time to time. Changes will be posted on our website, and users will be notified through the Fecomas School Management System.

## 10. Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at the address thereafter.

By using the Fecomas School Management System, users acknowledge that they have read, understood, and agree to be bound by this Privacy Policy.

Last updated: **12<sup>th</sup> August 2025**