

# PRIVACY POLICY

\_\_\_\_\_ (Name of the Company) ("us", "we", or "our") operates \_\_\_\_\_ ("website"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the website. This privacy policy governs the privacy of its Users that choose to use it.

We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy

The platform can be accessed by going on [www.\\_\\_\\_\\_\\_](http://www._____.) The Platform showcase's courses both online and offline, and provides a platform for users to easily avail courses pertaining to \_\_\_\_\_ other such allied services. **The website provides access to a User in a limited form for few selected free services.** In order to become a Registered User, the User has to Register himself/herself/themselves on the website platform and create an account for themselves.

The privacy policy informs the Users of policies and procedures regarding collection, use and disclosure of personal information that we receive from Users. The owner of [www.\\_\\_\\_\\_\\_](http://www._____) reserves the right to change the provisions of the privacy policy from time to time without any prior notice and restrict Users to access the website Platform upon the owner's sole discretion.

## 1. Information Collected

A User is required to provide personal information to register on [www.\\_\\_\\_\\_\\_](http://www._____) by providing his/her/their email address/Google Account/Facebook Account. The Website may collect personal information of the User registers. While registering, the Website Platform asks for the personal information of the User that is personally identifiable like name, address, mobile number, e-mail address. The Website Platform may collect any information which is required to store and verify.

There is certain information which is also collected automatically such as Internet Protocol (IP) address, browser type, access time etc. IP Address is received automatically from the User's/Registered User's internet service provider and recorded into the owner's server logs.

## 2. Information Used

By entering Your User Information, You accept that we may retain Your User Information and that it may be held by us or any Partners that processes it on our behalf. We, along with Our Partners, shall be entitled to Use Your User Information including but not limited for the following purposes:

- a) provide and communicate with You about feedback, follow up on courses you've applied for or queries submitted to the team
- b) Fulfil your requests regarding the services, including without limitation respond to your inquiries, communicate with you about our services that we believe may be of interest to you
- c) Enforce the legal terms (including without limitation our policies and terms of service) that govern your use of our Services, and/or for the purposes for which you provided the Information,
- d) Provide technical support for the Website or in connection with Our services and Offerings,
- e) Prevent fraud or potentially illegal activities (including, without limitation, copyright infringement) on or through Our Website or Services,

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- f) Protect the safety of our other Registered Users or Users,
- g) Perform analysis regarding how you use the Services or any part thereof such market research, including statistical analysis of User behaviour which we may disclose to third parties in depersonalised, aggregated form.

## 3. Information Sharing and Disclosing Personal Information to Third Parties

Any personal information or non-personal information may be disclosed to owner's other companies, agents, service providers or other companies working for the owner like processing payments, provision of data storage, hosting the Website Platform, marketing the owner's services, organizing audits and performing web analysis.

Additionally, [www.\\_\\_\\_\\_\\_.com/in](http://www._____.com/in) reserves the right to disclose the User's personal information, without notice, if required to do so by any law for the time being in force or if it is necessary to comply with legal process prevailing in the country or if it is necessary to protect the rights and property of the Website Platform or to protect the rights and property of other Users of the Website.

## 4. Information Security

Security is very important to us. The Website Platform follows General Data Protection Regulation (GDPR). The Website secures the personal information provided by the User on computer servers in a controlled and protected environment to prevent loss, misuse, unauthorized access, disclosure, alteration and destruction of the information. It is necessary that Users keep their personal information including, but not limited to, email address and password confidential and must not share it with anyone to prevent unauthorized use or access of their personal information. The owner will not be held responsible for any misuse of the Website by the Users. Misuse of the Website Platform data by the Users includes but is not limited to sharing the data, selling data, providing incorrect information, removing/erasing records, intentional tampering with data. This website will take all reasonable efforts to ensure the confidentiality of personal data, uploaded information etc. and will take reasonable efforts to ensure that the information received from you is not misused. The owner shall not sell, trade or lease collected information without the User's consent.

## 5. Access to Minors

Our Website is intended for use by all age groups, and [www.\\_\\_\\_\\_\\_.com/in](http://www._____.com/in) does not knowingly collect personal data from minors, without the approval of a parent or other authorized person. If we become aware that a minor has registered without such approval, we will expunge any related Personally Identifiable Information of such minor from our records.

## 6. Third Party Credit Card Processing

The Website Platform provides you with the ability to pay for Online Courses and other services using a credit card, debit card, net banking through a third-party payment processing service provider. Please note that our service provider – not [www.\\_\\_\\_\\_\\_.com/in](http://www._____.com/in) – collects and processes your credit card information and we will not be liable for any damages of any kind arising from the use of this website or

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any partner website, including, but not limited to compensatory, direct, indirect, incidental, punitive, special or consequential damages, loss of data, goodwill, business opportunity, income or profit, loss of or damage to property and claims of third parties.

## 7. Cookies and Web Becons

You should be aware that information and data may be automatically collected through the Use of Cookies or web beacons or similar tracking technologies. "Cookies" are text files placed in your computer browser that store basic information that a Website can use to recognise repeat site visits and as an example, recall Your name if this has been previously supplied. We may use this to understand your service and internet usage, observe behaviour and compile aggregate data in order to improve or customize our products, services offerings or the Website, target the advertising and assess general effectiveness of such advertising. Cookies do not attach to your system and damage your files. If you do not want information collected through the Use of Cookies, there is a simple procedure in most browsers that allows you to deny or accept the Cookie feature. Note, however, that "personalised" services may be affected if the cookie option is disabled.

We and our Partners may also use "web beacons" or clear GIFs, or similar technologies, which are small pieces of code placed on Our Website or in an email, to monitor the behaviour and collect data about the visitors viewing Our Website or email.

## 8. Grievance Officer

In accordance with Information Technology Act, 2000 and rules made thereunder, the name and contact details of the Grievance Officer are provided below:

Name:

Email id:

## 9. Contact Us

If you have any questions about this Privacy Policy, please contact us at:

Email: \_\_\_\_\_

Our postal Address: \_\_\_\_\_

Mobile: \_\_\_\_\_