**Data Protection and Privacy Policy**

\_\_\_\_\_\_\_\_\_\_\_\_\_[Enter Company Name] \_\_\_\_\_\_\_[**“Us”, “We”]** respects and recognizes the significance of the data protection. Accordingly, the following Data Protection and Privacy Policy \_\_\_\_\_\_\_\_\_\_\_\_\_ [**“Privacy Policy”**] is framed in order provide better protection and handling of personal data collected by us.

This Privacy Policy sets out the data we collect, how we collect the data and on what basis, the data so collected or provided by you shall be processed by us. This Privacy Policy does not apply to personal data collected offline from you. Your use of our website shall be linked to this Privacy Policy and the Terms of Use.

For the purpose of Information Technology Act, 2000 & The Information Technology (Reasonable Security Practices, Procedures and Sensitive Personal Data or Information) Rules, 2011)/ Personal Data Protection Act, the intermediary shall be \_\_\_\_\_\_\_\_\_\_\_\_\_ [Enter Company Name]

**How does the Privacy Policy define “Personal Data”?**

“Personal Data" means information that identifies you or could reasonably be used to identify you and which is submitted to and collected by us and stored in accessible form. This shall include your name, address and telephone number.

**Information we collect from you.**

We shall shall provide you with notice about how we collect, use, retain, and disclose Personal Data. Notice shall also include purpose, nature of information being collected and time period for storing the data, details of the company & Data Protection Officer, rights of the data principal, source of collection of data & grievance procedure.

We collect and process some or all of the following types of information from you or in the course of your use of the Website, our provision of our services, or otherwise conducting any business relationship with you:

1. Information that you provide by filling in forms on the Website. This includes information provided at the time of registering to use the Website.
2. Specifically, personal details such as name, email address, place of work, position, country, telephone number or any information input by you when using the Website or using our services.
3. If you contact Us, we may keep a record of that correspondence.

 We shall process and collect the data only for reasonable purposes and for a fixed period of time. In the event, we retain the data longer than expected, then the same shall be done only pursuant to obtaining your consent for the same.

Passive Collection of unidentifiable data:  We may collect data about your visits to our Web sites without you actively submitting such information. Unidentifiable information may be collected using various technologies, such as cookies, Internet tags, and web beacons. Your Internet browser automatically transmits to Us some of this unidentifiable information, such as the URL of the Web site you just visited and the browser version your computer is operating. Passive information collection technologies can make your use of our website easier.

\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Enter Company Name] own use of your Personal Data**:

We use the data provided by you, in accordance with the law and for the following purpose:

1. to provide better service, customize sites based on consumer preferences.
2. compile statistics, analyze trends, and otherwise administer and improve our Web site.
3. To ensure that content on the Website is presented in the most effective manner. for you and for the device(s) you use to access and view the Website.
4. To allow you to participate in interactive features of our service, when you choose to do so.
5. to enhance our marketing and research activities, and to facilitate other business functions.

**Your Rights**

1. We shall collect, use and process data only pursuant to obtaining your consent. You may refuse to share any such personal data which you are holding under legal oath/ affirmation.
2. access to your personal data and to certain other supplementary information that this Notice is already designed to address
3. right to modify your data, in the event of any inaccurate or incomplete information or otherwise.
4. Right to erasure of personal data concerning you in certain events.
5. Right to delete when the data is no longer necessary or has fulfilled the purpose it was collected for.
6. otherwise restrict our processing of your personal data in certain circumstances
7. claim compensation for damages caused by our breach of any data protection laws.

**Who will have access to your information**

Personal information can be accessed by a restricted number of \_\_\_\_\_\_\_\_\_\_\_\_\_ [Enter Company Name] employees, by certain companies, third party processing, storage, etc. with who we may conduct joint programs, and by individuals and entities with whom we contract to carry out business activities. We train our employees about the importance of privacy and how to handle and manage customer data appropriately and securely. Also, it is our practice to notify you if you are registering for a program which is conducted in conjunction with another company that may require access to your personal information. In addition, our practice is to require its contractors to keep your personal information confidential and to use personal information only to perform functions for Us.

**Disclosures to Third Party:**

We may disclose personal data to the third parties such as agents, sub-contractors other associated organizations for the purposes of completing tasks and providing services to you on our behalf. However, no such information shall be disclosed to third party without having first entered into a confidentiality agreement. We reserve the right to disclose your personal data to respond to authorized information requests from government authorities, to address national security situations, or when otherwise required by law.

**Securing your Personal Data**

We take appropriate measures to ensure that any personal data are kept secure, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorized way. We limit access to your personal data to those who have a genuine business need to know it such as employees. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once We have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

**How to Complaint?**

In the event of any grievance caused to you by Us, you shall contact us on the link/email given below and we shall resolve your query or concern raised by you in respect of use of your information by Us.

**Update Privacy Policy**

We reserve the rights to update/modify this policy from time to time. The changes to the Privacy Policy shall be notified to you and made available to you, using our Website. Your continued use of the services and the Website shall be deemed your acceptance of the varied Privacy Notice.