

# PRIVACY POLICY

We respect the privacy of everyone who visits this website. As a result we would like to inform you regarding the way we would use your personal data. We recommend you to read this privacy policy so that you understand our approach towards the use of your personal data. This Privacy Policy explains what information is collected from visitors to [www.sngcollege.in](http://www.sngcollege.in), why the information is collected and how it is used. It also explains user options for accessing and managing information, our data security practices and other matters. [www.sngcollege.in](http://www.sngcollege.in) is operated and owned by SNGC. This Policy is subject to our Terms of Use.

## **What does this privacy policy cover?**

This privacy policy is to inform you regarding the use of your personal information which is collected during your visit to one of our websites. This privacy policy applies to [www.sngcollege.in](http://www.sngcollege.in), which the website of SNGC.

## **Purposes of the collection of your data**

One of the purposes of our website is to inform you of who we are and what we do. We collect and use personal information (including name, mobile, email, qualification etc) to better provide you with the required services, or information. We would therefore use your personal information in order to:

- Respond to queries or requests submitted by you
- Process applications or requests submitted by you
- Provide you with relevant information

We respect your personal information and therefore, we will take steps to ensure that your privacy rights are always protected. Except as set out in this privacy policy, we will not disclose any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and those of our users/customers or other individuals. We will also never disclose your personal information to any third parties, unless we have taken your prior consent for such an activity.

What Information do we collect and how do we use it?

### 1. Information you provide:

We collect information to provide more effective services. We ask for your name, email address, and other personal information when you register to use certain features of our website or enquire for a course or service we offer. We also may ask for this information at other times, such as when you enter contests or other promotions sponsored by us and/or our partners. If you use a feature that requires payment of a fee, it is processed via the payment gateway service provider, however ----- does not store your credit card, debit card or internet banking information.

When you use our site, we track the web pages, and information that has been accessed by you, and store it on our servers.

2. Cookies:

We send cookies (small files containing a string of characters) to your computer, thereby uniquely identifying your browser. Cookies are used to track your preferences, help you login faster, and aggregated to determine user trends. This data is used to improve our offerings, such as providing more content in areas of greater interest to a majority of users.

Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. Some of our features and services may not function properly if your cookies are disabled.

3. Log information:

When you access our website, our servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your web request, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser.

4. User communications:

When you send email or other communication to us, we may retain those communications in order to process your inquiries, respond to your requests and improve our services.

5. Links:

We may present links in a format that enables us to keep track of whether these links have been followed. We use this information to improve our customized content. Clicking on links may take you to sites outside our domain. We are not responsible for the privacy practices of other web sites. We encourage our users to be aware when they leave our site to read the privacy statements of each and every web site that collects personally identifiable information. This Privacy Policy applies solely to information collected by our Website.

6. Alerts:

We may alert you by email or phone (through sms/call) to inform you about new service offerings or other information which we feel might be useful for you.

7. Public Forums:

When you use certain features on our website like the discussion forums and you post or share your personal information such as comments, messages, files, photos, on our social media pages, it will be available to all users, and will be in the public domain. All such sharing of information is done at your own risk. Please keep in mind that if you disclose personal information in your profile or when posting on our forums this information may become publicly available.

8. Data Security:

If you use a feature requiring payment of a fee, we transmit your credit card data to our bank for processing. If we encounter a problem with payment, we may review the order information with you and our bank to resolve it. We do not otherwise disclose your credit card information. We do not share your email address or your personal information with third party marketers.

We offer secure pages to collect sensitive information on. We also use administrative, physical and technical precautions to help protect the confidentiality, security and integrity of personal information stored on our system. We host the Site at a commercial-grade data center that employs extensive security practices. While no computer system is completely secure, we believe the measures implemented by our Site reduce the likelihood of security problems to a level appropriate to the type of data involved.

9. Information Sharing:

Other than the above mentioned sharing of data related to credit card information, we only share personal information with other companies or individuals outside of ----- in the following limited circumstances:

We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to :

1. Satisfy any applicable law, regulation, legal process or enforceable governmental request
2. Enforce applicable Terms of Use, including investigation of potential violations thereof
3. Detect, prevent, or otherwise address fraud, security or technical issues, or
4. Protect against imminent harm to the rights, property or safety of www.sngcollege.in or SNGC, its users or the public as required or permitted by law. We may share with third parties certain pieces of aggregated, non-personal information, such as the number of users subscribed to a particular product, or the number of users registered on our website. Such information does not identify you individually.

We may provide information to service providers to help us bring you the services we offer. Specifically, we may use third parties to facilitate our business, such as to host the service at a co-location facility for servers. Where we utilize third parties for the processing of any personal information, we implement reasonable contractual and technical protections limiting the use of that information to our specified purposes.

As we value your personal information, we will ensure an adequate level of protection. We have therefore implemented technology and policies with the objective of protecting your privacy from unauthorised access and improper use and will update these measures as new technology becomes available, as appropriate.

#### 10. How Long Do We Retain User Data?

Currently, we plan to retain user data while an account is active and for at least three years afterward. We may alter this practice according to legal and business requirements. For example, we may lengthen the retention period for some data if needed to comply with law or voluntary codes of conduct. Unless otherwise prohibited, we may shorten the retention period for some types of data if needed to free up storage space.

#### 11. Your Consent to This Policy

By accessing our website, you agree to this Privacy Policy. This document supersedes any prior communication on this topic and reflects the entire and exclusive Privacy Policy for this Site. This Policy is subject to our Terms of Use, which take precedence over any conflicting Policy provision. We may change our Policy by posting a new version of it on our Site.

#### 12. Collection of non-personal information

We may automatically collect non-personal information about you such as the type of internet browsers you use or the website from which you linked to our website. We may also aggregate details which you have submitted to the site (for example, your age and the town where you live). You cannot be identified from this information and it is only used to assist us in providing an effective service on this website. We may from time to time supply third parties with this non-personal or aggregated data for uses in connection with this website.

#### 13. Interaction between you and us

We are interested in your views, and we value feedback from our students and visitors, we therefore have set up notice boards, Facebook page(s), Twitter page(s), linkedin page(s) emails etc. All personal information collected from these sites are included in this privacy policy.

### **How you can contact us**

We aim to keep our information about you as accurate as possible. If you would like to connect with us with regards to the privacy policy or review, change/delete the details you have supplied us with, please visit our Contact Us page.