



## Introduction :

We, at **Shikshapeeth College of Management & Technology** to be referred as ("**College/We/Us/Our**"), are committed to respecting User ("**User/You/Your**") online privacy and recognize your need for appropriate protection and management of any personally identifiable information ("**Personal Information**") you share with us.

**"Personal Information"** means any information that may be used to identify an individual, including, but not limited to, a first and last name, Email address, mobile no., city, university, course, year / semester. In general, you can visit [www.scmt.co.in](http://www.scmt.co.in) web pages without telling us who you are or revealing any personal information about yourself.

By using our Website/Application/Services, you agree to comply with our policies. Our Privacy Policy is designed to assist you in understanding how we collect and use the personal information you provide to us; and to assist you in making informed decisions when using our site and our products and services.

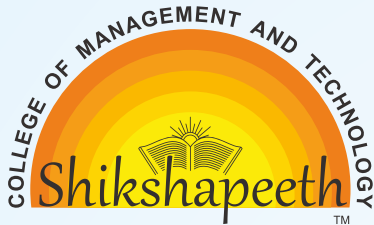
## What Information Do we Collect?

When you visit our Website/Application, you may provide us with two types of information: personal information you knowingly choose to disclose that is collected on an individual basis and Website / Application usage information collected on an aggregate basis as you and others browse our Website/Application.

## PERSONAL INFORMATION YOU CHOOSE TO PROVIDE :

### Registration Information :

You will provide us information about yourself that will enable us to verify whether you are entitled to access and use certain information, materials and services available from the Website [www.scmt.co.in](http://www.scmt.co.in). This information may also be used to enable us to enhance your Website/Application visit, to assist you with customer service or technical support issues,



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Or to follow up with you after your visit, or to otherwise support your relationship with [www.scmt.co.in](http://www.scmt.co.in) It is completely optional for you to participate. However, failure to participate may mean that you cannot access and use certain information, materials and services. For example, we request information from you when you:

- Log-on to certain areas of the Website, where you may be prompted to provide us with Your Log in Name and Password as a condition to gaining access to certain information, materials or services.
- Register or sign-up to use a service.
- Subscribe to a newsletter or desire to be added to our mailing lists for other products and services.
- Purchasing the services/product.
- Provide feedback in an online survey.

In each of the abovementioned instances, we typically ask for your name, E-mail address, phone number, address, Login Name and Password, as well as other similar personal information that is needed to register or subscribe you to services or offers. On occasion, we may ask for additional information to enable us to provide you with access to and use of certain information, materials and services. In the case of newsletters or mailing lists, you will be able to **"Unsubscribe"** to these mailers at any time.

Wherever [www.scmt.co.in](http://www.scmt.co.in) collects personal information we make an effort to include a link to this Privacy Policy on that page.

## Use of your Personal Information :

We use the collected Information to analyse trends, to conduct research, to administer the Website/Application/Services and products, to learn about each user's learning patterns and movements around the Website/Application/Services and products and to gather demographic information and usage behaviour about our user base as a whole. Aggregated and individual, anonymized and non-anonymized data may periodically be transmitted to external service providers to help us improve the Website, Application, products and our Services. We will share your information with third parties only in the ways that are described below in this Policy.



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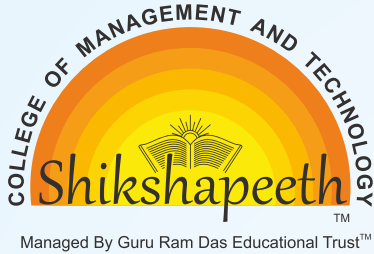
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We may use the individual data and behavior patterns combined with personal information to provide you with personalized content, and better your learning objectives. Third parties provide certain services which we may use to analyze the data and information to personalize drive insights and help us better your experience or reach out to you with more value added applications, products, information and services. However, these third party companies do not have any independent right to share this information. We do not sell, trade or rent your Information to any third party unless, we have been expressly authorized by you either in writing or electronically to do so. We may at times provide aggregate statistics about our customers, traffic patterns, and related site information to reputable third parties; however this information when disclosed will be in an aggregate form and does not contain any of your Personally Identifiable Information.

**SHIKSHAPEETH COLLEGE** will occasionally send email notices or contact you to communicate about our Services, products and benefits, as they are considered an essential part of the Services/products you have chosen.

## We may disclose Information:

- as required by law, such as to comply with a subpoena, or similar legal process;
- to enforce applicable to You, including investigation of potential violations thereof;
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, address security or technical issues or respond to a government request;
- with our trusted services providers who work on our behalf, do not have an independent use of the information we disclose to them, and have agreed to adhere to the rules set forth in this Policy;
- to protect against imminent harm to the rights, property or safety of the Website/Application/**Shikshapeeth College of Management & Technology** or its users or the public as required or permitted by law;
- with third party service providers in order to personalize the Website / Application /Services/products for a better user experience and to perform behavioural analysis;



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Any portion of the Information containing personal data relating to minors provided by you shall be deemed to be given with the consent of the minor's legal guardian. Such consent is deemed to be provided by your registration with us.

## Access to your Personal Information :

We will provide you with the means to ensure that your Personal Information is correct and current. If you have filled out a user profile, we will provide an obvious way for you to access and change your profile from our Website/Application/Services/Products. We adopt reasonable security measures to protect your password from being exposed or disclosed to anyone.

## 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.

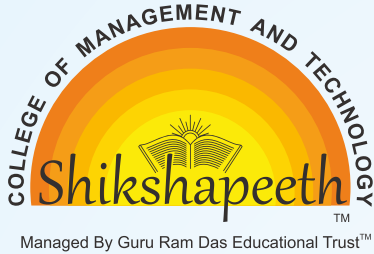
## Links :

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.

## 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.





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## Public Forums :

When you use certain features on our website like the online chat forums and you post or share your personal information such as comments, messages, files, photos, 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.

## Security :

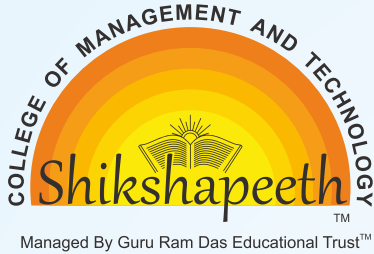
We are concerned about safeguarding the confidentiality of your Information. We provide physical, electronic, and procedural safeguards to protect Information we process and maintain. For example, we limit access to this Information to authorized employees only who need to know that information in order to operate, develop or improve our Website/Application/Services/products. Please be aware that, although we endeavor to provide reasonable security for information we process and maintain, no security system can prevent all potential security breaches.

## 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.

## 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.



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## User communications

When you send an 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.

## Changes to this Statement

As the Company evolves, our privacy policy will need to evolve as well to cover new situations. You are advised to review this Policy regularly for any changes, as continued use is deemed approval of all changes.

## Your Consent

We believe that, every user of our Website/Application/Services/ products must be in a position to provide an informed consent prior to providing any Information required for the use of the Website/ Application/Services/products. By registering with us , you are expressly consenting to our collection, processing, storing, disclosing and handling of your information as set forth in this Policy now and as amended by us. Processing, your information in any way, including, but not limited to, collecting, storing, deleting, using, combining, sharing, transferring and disclosing information, all of which activities will take place in India. If you reside outside India your information will be transferred, processed and stored in accordance with the prescribed applicable data protection laws of India.

## Contact Information :

Our Grievance Officer shall undertake all reasonable efforts to address your grievances at the earliest possible opportunity.

You may contact us at: Grievance Officer:

**Mr. Anuj Malhotra**

**Address:** 16, Bindra Market, Near Police Station,  
Tilak Nagar, New Delhi-110018, India.

Reach out to us on

**info@scmt.co.in,**  
in case of any queries.