<u>Privacy Policy</u>

1. **Information collected and its usage**

The information collected through the Website, unless objected to, are used for:

- Assessing online application for registration;

- Assessing online scholarship registration, if any;

- Sending information about our activities which we believe may be useful to viewers of the Website;

- Monitoring who is accessing the website or using services offered on the website; and

- Profiling the type of people accessing the website and where they are accessing the website from.

No personal information is shared with any third party, either with or without consideration. The personal information is not used for any purpose which is not incidental to the use of this website or which is not incidental to the purpose for which the form is submitted on the website. For the removal of doubt, personal information will not be used for any purpose which a reasonable person would not expect however personal information collected through online forms will be accessible by the web developers and the web host provider engaged by SRI AUROBINDO INSTITUTE OF CULTURE,KOLKATA.
If request is made for not using personal information in a particular manner or at all, SRI AUROBINDO INSTITUTE OF CULTURE, KOLKATA will adopt all reasonable measures to observe the request. However, the information or any part of the same may still be used or disclosed if:

- The owner of the information is subsequently notified of intended use or disclosure and use or disclosure of the information is not objected to;

- If the use or disclosure is reasonably necessary to assist a law enforcement agency or an agency responsible for government or public security in the performance of their functions; or

- If the disclosure is mandated by law.

Objections to the use of Personal Information may be recorded by sending email to shakticentreoffice@gmail.com

Cookies and IP addresses
The website utilizes "cookies" and track IP addresses for the following purpose:

- Monitoring traffic patterns;

- Ensuring that forms are validly submitted;

- Ensuring that forms are submitted by the person who landed on the web page where there is a form;

- To serve more efficiently if the user revisits the Website.

A cookie does not personally identify a person but identifies the computer used for accessing the Website. The browser may be set to notify when cookie is received and the user may accept or reject at each instance.

3. **Emails that are received**

The content of any e-mail received is preserved if the same is assessed to be legally required. Contents of E-mail messages may be monitored for trouble-shooting or maintenance or if any form of e-mail abuse is suspected.

4. **Using personal information for analysis**

Personal information collected may be aggregated for analysis but in such circumstances it shall be ensured that individuals would remain anonymous.

5. **Confidentiality and security of transmission**

All personal information collected (including contact details) is kept confidential to the best of ability however security of transmission cannot be guaranteed.

6. **Your consent to disclosure overseas**

The visitors to the website hereby agree and consent to disclosing any personal information collected from them to overseas entities associated with SRI AUROBINDO INSTITUTE OF CULTURE, KOLKATA for academic or placement purpose.