

**Gandhi Research Foundation** Gandhi Teerth, Jain Hills, Jalgaon - 425001. Maharashtra, India

# **PRIVACY POLICY**

"The Gandhi Research Foundation [GRF], Jalgaon" ("the Company", "we") respects your individual privacy and is committed to serve your interest and protect your identity. In order to enable us to effectively deliver our services and products, we require to collect and use certain personal information from the user.

This Privacy Policy discloses the privacy practices of the GRF and how it handles / treats the information collected and received, including information related to the users' payment / transaction, and products and services they avail. This privacy policy applies only to Gandhi Research Foundation, Jalgaon and those companies that the Foundation owns or controls or to people and employees that the Foundation manages by using or accessing this website.

## **1. AGE COMPLIANCE**

Our website collects payment for donation, various academic fees, service charges and products sale. We do not knowingly allow anyone under age of 18 to participate in any services offered on our website. We do not encourage any individual under such age to provide us with Personally Identifiable Information. We do not knowingly contact, market to, solicit, collect or use Personally Identifiable Information from or about any individual under the age of 18. It is possible that by deception we may receive information pertaining to children under 18. If we learn from authentic sources, or are notified by reliable sources that a user is under 18 and has submitted personal information, we will either obtain parental consent or otherwise delete the information from the account and/or service. However, the information may remain on a log in our servers. If you want to notify us of our receipt of information by children under 18, please do so by emailing us at: contact@gandhifoundation.net

By agreeing to these Terms of Service, you declare that you are in the age of major in your state or province of residence, and you agree to take sole responsibility of anyone else (minor or major) using this site through your username.

## 2. INFORMATION COLLECTION

We collect, "Personally Identifiable Information" which refers to information that can directly identify an individual. We do not collect such information unless the same is provided voluntarily. This includes information the user provides when s/he registers with us to avail access to our site or our services. Without any limitation, such information may include name, photograph; profession; contact information such as email addresses and telephone numbers; demographic information such as post code, preferences and interests. We will not knowingly use such information collected on this website in any other way than is disclosed in this Policy. We collect information from our users at several different stages.

a) Information that is automatically collected

We use IP addresses, with the help of a business partner, to analyse trends, administer the website, track users' movements, and gather broad demographic information for aggregate use. IP addresses are not linked to Personally Identifiable Information.

b) Information that Is collected by Cookies

A cookie is a piece of data stored on a user's hard drive containing information about that user. By setting a cookie on our website, the user will not have to log in with a password more than once, thereby saving time while accessing our website. If a user rejects the cookie, s/he will have limited access to our website. Cookies can also enable us to track and target the interests of our users to enhance the experience on our website.

c) Information that is actively submitted to Gandhi Research Foundation, Jalgaon

Registrations and Orders: In order to procure our products or to avail our services or to donate, a user must create an account and complete the mandatory registration process. While creating the account a user must provide contact information (such as name and email address) for further communication and financial information (such as a credit card number and its expiration date). Please note that this information is used only for billing purposes, with the help of our service provider (the bank which is providing us the payment gateway facilities), and to fulfil users orders. If we face trouble processing an order, this contact information may help us to contact the concerned user.

Tell a Friend: The user can avail our referral service for informing a friend about our website. The user just needs to provide the name and email address of the friend. A one-time email is automatically sent to the friend inviting them to visit the website. We store this information only for the purpose of sending this onetime email. In the event the friend wants to avail our services, s/he may contact us at: contact@gandhifoundation.net, and if s/he wishes to remove such information from our database, we may be reached at http://www.gandhifoundation.net/ remove/remove.asp .

d) Third Party advertisers on the website of the Gandhi Research Foundation, Jalgaon

Presently, we do not provide any third party advertisement on our website. No third party interference is as yet allowed, hence there is no question of collecting any information by third party from our website. In future, if we allow advertisement on this website with authorized permission, we will decide on the collection of private information by third party, as also of the use of cookies by a third party. As and when this happens, relevant clause will be added to the privacy policy accordingly, and notified to the users. e) Information the Gandhi Research Foundation, Jalgaon obtains from Third Parties

Presently we are not collecting any user information from any third party. Third Party information is collected only at the Payment Gateway where the service provider collects crucial financial information necessary for a transaction. Such information may include the disclosure of a Credit card or debit card number, Expiry date of credit card or debit card, Credit card or debit card holders name, amount deducted from the credit or debit account and any other relevant information which is necessary for online transaction. This information is stored only with payment gateway service provider. On completion of the payment procedure, the payment gateway service provider sends us the transaction number along with status of transaction (like success, cancel or error).

We value the privacy rights of the users and hence we store only contact information and amount transacted (donated or paid) for various services or products. This Privacy Policy does not apply to the practices of third parties that the Company does not own or control.

The Company makes no representations or warranties with respect to the content, ownership or legality of any such linked web sites or services.

#### 3. ON SUCCESSFUL TRANSACTION OF PAYMENT

On successful transaction of payment, parties will be notified offically. In order to facilitate communication, users are requested to provide valid email address at the time of payment for donation, services of product. When the payment is made, the amount will be deducted from user's respective bank account and credited in the account of Gandhi Research Foundation, Jalgaon and the necessary entry is made immediately in their passbook or bank statement. In case of successful transaction of payment for donation, services or product the user will be informed accordingly via email (if correct email address is provided at the time of payment). In the event the user has advanced payment for donation, income tax exemption certificate (in India only) will be issued. The certificate will be provided in the form of donation slip (online) and user has to get the same printed. In the event the user wants a physical receipt then it will be delivered to her/his address within two months from the date of online payment. Please note that any payment towards donation is nonrefundable. No Income tax exemption certificate is issued for making payment for services or for purchase of products like books etc.

## 4. COMMUNICATIONS FROM THE FOUNDATION

Welcome Emails and General Correspondence: In order to ensure valid usage of email addresses by bona fide users for availing our services we send a welcome email along with a verification link to the email address created to verify the users password and username. This process is designed to prevent email addresses from being used without permission of Gandhi Research Foundation, Jalgaon. If the user does not verify the account, the user will not be able to access all the services provided by the website. Established users will occasionally receive information on products, services, special deals, and a newsletter. Since we do not wish to spam the user's mail box, such information is sent occasionally and only when it is essential. Out of respect for the privacy of our users, the users are presented with the option to opt out of receiving such communications. Please see our opt-out options below.

Site and Service Updates: The users receive essential website and service announcement updates. Users are not permitted to unsubscribe from such service announcements, which contain important information about the website and/or service. We may communicate with users to provide services that users request or to discuss issues relating to their account.

Surveys & Contests: For improving the experience of the users with us, we may from time to time request information from users via surveys or contests. Participation in these surveys or contests is completely voluntary and, as such, the user has a choice whether or not to disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level).

## 5. UTILIZATION OF THE INFORMATION COLLECTED

**Demographic Information:** We share aggregated demographic information with our partners who own corporate interest in the Company. The aggregated demographic information is not linked to any Personally Identifiable Information that can identify any individual person.

**Communicating with Our Users:** The Personally Identifiable Information (such as name, telephone number or email address) which is provided to us is used to communicate with our users when they have questions, concerns or comments about their accounts or the services that we provide. Subject to circumstances, we may or may not delete the users' emails or voicemails that come to us.

**Information Shared With Third Parties:** We do not share Personally Identifiable information with any third party except the payment gateway service provider, whom we share only the information provided during payment transaction through payment gateway service providers. We may however share the users Personally Identifiable Information with other entities that are owned by Gandhi Research Foundation, Jalgaon, or that own Gandhi Research Foundation, Jalgaon, or have some sort of corporate ownership relationship with Gandhi Research Foundation, Jalgaon.

We permit credit card processing or payment processing company to bill users for goods and services: The credit card companies are not permitted to use the Personally Identifiable Information except for credit card processing; We will not be responsible or liable for any usage by the credit card companies in contravention of their policies, contractual obligations or general good business procedures

Partner with third parties who provide services to our users: We may, from time to time,

employ the services of third parties. The providers of such services may have access to certain Personally Identifiable information, when the user signs up for or agrees to receive a specific service provided by the third party (i.e. Post Master Direct advertisements), we share only that information which is required by third party to provide the services. Such information is processed in accordance with the terms of this policy.

Addressing Legal Issues: In order to respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims, it becomes essential to provide the Personally Identifiable Information. Such information is necessary in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Gandhi Research Foundation, Jalgaon's terms of use, or as otherwise required by law.

#### 6. CORRECTION/UPDATING PERSONAL INFORMATION

Users must provide accurate and correct contact information (name, postal address, e-mail address, phone number) etc. in order to facilitate efficient delivery of services and products. We shall be not be responsible in the event a product does not reach the user on time or does not reach the user at all due to incorrect information provided by the user. In that case, have no legal obligation to provide required services or refund the amount.

#### 7. OPTING OUT

Users are provided an opportunity to opt-out of having their information used for purposes not directly related to the services they request. Users have the option for removing their information from our database to not receive future newsletter or promotional materials by typing 'unsubscribe' in the subject line in the email, and email the request to contact@gandhifoundation.net

#### 8. LINKING TO THIRD PARTY WEBSITES

Our website contains links to other websites not maintained by Gandhi Research Foundation, Jalgaon. Other sites may also refer to or link with our Website. We encourage the user to be aware when they leave our website or view other linked websites and to read the privacy statement of every website that you visit. We are not responsible for the information collection, privacy practices or content of such other websites. This Privacy Statement applies solely to information collected by this website.

#### 9. KEEP PASSWORDS PRIVATE

If the user accesses the Web site anonymously, s/he may do so as a visitor and will not be required to provide personally identifiable information. However, in order to access certain services and content on the Web site, the person is required to register to become a member of the Web site. One must provide genuine information when signing up to become a member. Upon successful registration the user may be issued an ID and password. User is responsible for the security of their ID and password and will be solely liable for any use or unauthorized use under such ID and password. Users are required to keep their account passwords confidential and not share this information with others. If you choose to reveal or share your password and account name, we are not liable for the security of your account.

## **10. CHANGES IN OUR PRIVACY STATEMENT**

We reserve the right to change this Privacy Statement. One can verify the date of revision of this Privacy Statement, by referring to the "LAST UPDATED" at the bottom of this page. Any changes to our Privacy statement will become effective upon posting of the revised Policy on the Site. Use of the Sites following such changes constitutes your acceptance of the revised Policy then in effect. This Privacy Statement may change, and use of information that we gather now is subject to the Privacy Statement that is in effect at the time of use. The users are requested to periodically check our Privacy Statement that is in effect. In the event the user does not agree with any change of policy pertain to our collection, use or disclosure of their personal information, the user may opt out by sending an email to <u>contact@gandhifoundation.net</u>. Minor changes made by us to this Privacy Statement, becomes effective immediately upon posting the revised Privacy Statement to the website. In the event any material changes have been made we will post a notification on our website of the changed Privacy Statement ten (10) days prior to implementing the change.

## **11. FINAL STATEMENT**

We will use your information in accordance with the Privacy Statement that is currently in effect. If you have any questions about the security of our website you can send an email to <u>contact@gandhifoundation.net</u>. This Website complies fully with all the applicable and relevant laws of India. We may disclose all or part of your personal details in response to a request from the law enforcement authorities or in a case of bona fide requirement to prevent an imminent breach of the law.

We request the users to signify your assent to our Privacy Policy. IF YOU DO NOT AGREE TO THIS PRIVACY POLICY YOU MAY BETTER NOT ACCESS OUR WEBSITE OR AVAIL THE SERVICES THEREOF.