

General Privacy Policy

This General Privacy Policy was last modified on February 16, 2024.

We, CAIT Edusys Pvt. Ltd (“**Company**”, “**we**”, “**our**”, “**us**”) provide services which include apprentice development, training and e-Learning, manpower services and business outsourcing services. We may receive personal data during our operations from the users, customers, apprentices. We may collect personal data through but not limited to emails, google forms, recruitment application, meetings, shared drives, etc.

We respect data privacy rights and are committed to protecting personal data collected by us. This General Privacy Policy (“**General Privacy Policy**”) sets forth *how we collect, use and protect the personal data* collected by us.

PLEASE READ THIS GENERAL PRIVACY POLICY CAREFULLY. BY PROVIDING US YOUR PERSONAL DATA, AND BY CLICKING/MARKING THE CONSENT CHECK BOX ON WEBSITE OR SUBMITTING INFORMATION VIA GOOGLE FORM, YOU CONSENT TO OUR USE OF YOUR PERSONAL DATA IN ACCORDANCE WITH THE TERMS OF THIS GENERAL PRIVACY POLICY. IF YOU DO NOT AGREE TO THE TERMS OF THIS GENERAL PRIVACY POLICY, YOU MAY WITHDRAW YOUR CONSENT OR ALTERNATIVELY CHOOSE NOT TO PROVIDE YOUR PERSONAL DATA. SUCH AN INTIMATION TO WITHDRAW YOUR CONSENT CAN BE PROVIDED BY EMAIL ON itsupport@caitindia.com.

IF YOU ARE PROVIDING THE DATA ON BEHALF OF A THIRD PARTY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH THIRD-PARTY TO THE TERMS AND CONDITIONS OF THIS GENERAL PRIVACY POLICY AND YOU HAVE COLLECTED, IN SUCH AN EVENT YOUR USE OF OUR SERVICES SHALL REFER TO USE BY SUCH THIRD PARTY. IF YOU DO NOT HAVE SUCH AN AUTHORITY (TO PROVIDE ANY PERSONAL DATA OF A THIRD PARTY) OR DO NOT AGREE TO THE TERMS OF THIS GENERAL PRIVACY POLICY, THEN YOU SHOULD REFRAIN FROM USING OUR SERVICES.

This General Privacy Policy is an electronic record in the form of an electronic contract being compliant and construed in accordance with all the applicable laws of India (“Privacy Rules”) that require publishing of General Privacy Policy for the processing of personal data.

1. Definitions

For the purposes of this General Privacy Policy, the following terms shall have the following meanings:

“**Personal Data**” means any data about an individual who is identifiable by or in relation to such data.

“**User/s**”, “**you**”, “**your**” shall mean and include individuals who visit, access, use and/ or create an account on our website, and use our services.

2. Purpose of Collection of Personal Data

We may collect your Personal Data for the following purposes:

i. Registration on Government Portals:

We may utilize your personal data for the registration on government portal such as but not limit to NAPS, NATS, NSDC, BOAT, etc. This is required to comply with governmental regulations.

ii. For recruitment purposes:

When you apply for a job at our Company through the careers page on our Website or through email or any other methods, you may provide us Personal Data including but not limited to your name, email address, contact number, CV/ Resume educational information, previous work experience and any other information you provide in your resume.

iii. For our operations and service provisioning

When you share your Personal Data for using our services, you may provide us Personal Data including but not limited to your name, email address, contact number, date of birth, Aadhar card, Pan Card, educational documents, residential address, etc. This information will be collected for our regular operations and service provisioning.

iv. Through social media platforms:

We may also receive your Personal Data when you access and contact us on the social media pages/applications operated by us on Facebook, WhatsApp, Google services and/or LinkedIn.

3. Accuracy of Information

User undertakes that they shall be solely responsible for the accuracy, correctness, or truthfulness of the Personal Data shared with us whether of its own or any third party. In the event the User is sharing any Personal Data on behalf of a third person, the User represents and warrants that they have the necessary authority to share such Personal Data with the Company, obtained a written consent from such third party and the Company shall not be responsible for verifying the same. The User understands and acknowledges that such Personal Data shall be subject to the terms and conditions of this General Privacy Policy.

4. Use of Personal Data

We may use the Personal Data in the following ways:

- i. to comply with government requirements and registration;
- ii. to inform you about our services and to respond to your requests;
- iii. to provide you agreed services;
- iv. to process job applications (if you apply for a position with our Company);
- v. to manage our relationship with you;
- vi. for internal record keeping; and
- vii. to comply with our legal or statutory obligations and prevent fraud.

5. Disclosures

We do not sell, rent, share, distribute, lease or otherwise provide your Personal Data to third parties, without your prior consent. Keeping this in mind, we may disclose your Personal Data in the following cases:

- i. **Merger or Acquisition:** We may transfer your Personal Data if we are acquired by another entity, or if we merge with another company or transfer a part of our business, including our data, to a third party. Any such third party or resultant entity that receives your Personal Data shall have the right to continue to use your Personal Data in line with the purposes set out herein. In the event of such a sale or transfer, we may notify you.
- ii. **Legal and Regulatory Authorities:** We may disclose your Personal Data in order to comply with our legal obligations/ court orders/ requests by Govt. authorities.

6. Data Retention

We will retain User's Personal Data as long as it is required to be retained for the purpose of provision of the services. We may also retain and use User's Personal Data as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

7. Security

Your Personal Data is stored on cloud infrastructure provided by third party cloud service providers on-premises servers managed by us. Although we provide appropriate firewalls and protections, we cannot guarantee the security of Personal Data transmitted as these systems are not hack proof. Data pilferage due to unauthorized hacking, virus attacks, technical issues is possible, and we will take necessary measures to mitigate such events.

8. Your Rights

You have the following rights with regard to your Personal Data:

- i. to access Personal Data in our possession,
 - obtain a summary of Personal Data being processed by us,
 - obtain the list of all the entities with whom the Personal Data has been shared, with the description of Personal Data that is shared,
- ii. to correct, complete and update your Personal Data,
- iii. to have your Personal Data erased/deleted,
- iv. to nominate any individual to exercise your rights relating to your Personal Data on your behalf in the event of your incapacity or death,
- v. to withdraw your consent at any time where we are relying on consent to process Personal Data.

Depending on the nature of the request, we may ask you to complete a Personal Data request form or seek certain details to verify the request.

9. Exercise your rights

You may exercise your rights as provided in clause 9 above by reaching out to our grievance redressal officer at the contact details provided in clause 15. All requests for exercise of rights of your Personal Data will be handled within a reasonable time.

10.Choice and Opt-Out

We may send you communications including but not limited to (a) notices about your use of our Website and services, including those concerning violations of use, (b) updates, (c) promotional information regarding our services, and (d) newsletters. You may opt out of receiving promotional emails and newsletters from us by following the unsubscribe instructions provided in those emails. Alternatively, you can opt out, at any time, by emailing itsupport@caitindia.com with your specific request.

11.Links to other Websites

Our Website may contain links to other websites/ platforms of interest. Please note that we do not have any control over such other websites/ platforms, and you will be accessing such websites, platforms, and applications at your own risk. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such websites and platforms and those are not governed by this General Privacy Policy. You should exercise caution and look at the General Privacy Policy applicable to such websites/ platforms.

12.Governing Laws

This General Privacy Policy shall in all respects be governed by and construed and enforced in accordance with the laws of Republic of India and the courts in Pune shall have an exclusive jurisdiction to adjudicate any subject matter under this General Privacy Policy.

13.Changes to this Policy

Please revisit this page periodically to stay aware of any changes to this General Privacy Policy, which we may update from time to time. If we modify this General Privacy Policy, we will make it available through our Website and indicate the date of the latest revision. If such modifications materially alter your rights or obligations hereunder, we will make reasonable efforts to notify you of the change via email or through our Website.

14. Children's Privacy

Our website is not meant for persons under the age of 18 years of age. We do not knowingly collect any Personal Data from children under the age of 18 years. If a legal representative of a child discovers that the child has provided us with Personal Data, we request the legal representative of the child to contact us on itsupport@caitindia.com we request the legal representative to contact us immediately and we will do our best efforts to promptly delete such Personal Data from our records.

15. Contact us

If you have any questions or concerns or grievances regarding our privacy practices, this General Privacy Policy, or wish to exercise your rights with respect to the processing of your Personal Data, you can reach out to our appointed Grievance redressal officer (System Administrator) via email at itsupport@caitindia.com.

Company Address:

CAIT Edusys Pvt. Ltd.

Plot No.9, Racheta CHS,
Sector- 21, Yamuna Nagar,
Pune, Maharashtra - 411044

16. Complaints to the Data Protection Board of India

In case your grievances continue to be unaddressed or are not addressed satisfactorily even after reaching out to our grievance officer, then you have the right to file a complaint with the Data Protection Board of India.