

# **PRIVACY POLICY**

Last Update: SEPTEMBER 10, 2020

## **General**

At KhudraSoft Products and Services Private Limited we respect your need for online privacy and protect any Personal Information that you may share with us, in an appropriate manner. This includes individuals who visit the Company's Web sites ("Visitors") and individuals who register to use the Services of our products ("Customers").

This Privacy Policy describes the KhudraSoft privacy practices in relation to the use of the Company's Web sites and the related applications and services offered by KhudraSoft (the "Services").

As a condition to use of KhudraSoft Services, whether as a Customer or a Visitor, you consent to the terms of the Privacy Policy as it may be updated from time to time. Moreover, we do update the policies of this page from time to time, so please keep reviewing the page on regular basis. This Privacy Policy applies exclusively to the websites and products of KhudraSoft and its Affiliates.

## **Personal Information**

When expressing an interest in obtaining additional information about the Services or registering to use the Services, KhudraSoft requires you to provide the Company with personal contact information, such as name, company name, address, phone number, and email address ("Required Contact Information").

When purchasing the Services, KhudraSoft require you to provide the Company with financial qualification and billing information, such as billing name and address and credit card number ("Billing Information"). KhudraSoft may also ask you to provide additional information, such as company annual revenues, number of employees, or industry ("Optional Information"). Required Contact Information, Billing Information, and Optional Information about Customers are referred to collectively as "Data About KhudraSoft Customers". This data will be used to uniquely authenticate you and to enable you to access the Services.

KhudraSoft may post user testimonials on the website. These testimonials may include names and we acquire permission from our users prior to posting these on the website. KhudraSoft is not responsible for the Personal Information users elect to post within their testimonials.

## **Usage Details**

### **When you access the Services, we collect and receive the following:**

Log Data. Our Services will automatically collect your usage details such as time, frequency, duration and pattern of use and features used.

Geo-location information received from your browser or device by identifying IP addresses may be used to determine your approximate location.

Device Information. The Services will also collect information about the Device that is being used to access the Services including what type of device it is, the operating system being used, device settings, unique device identifiers and crash information. The exact information we collect depends on the type of device you are using and its settings.

The data collected will be used in order to enhance your experience of the Services and to help us provide you the best possible Services.

### **Contents of your Account**

We store and maintain models, documents, task lists, communication and other data stored in your account at our facilities in India. In order to prevent loss of data due to errors or system failures, we also keep backup copies of data including the contents of your account. Hence your models and data may remain on our servers even after deletion or termination of your account. We assure you that the contents of your account will not be disclosed to anyone and will not be accessible even to employees of KhudraSoft except in circumstances specifically mentioned in this Privacy Policy Statement. We also do not process the contents of your account for serving targeted advertisements.

### **Financial Information**

In case of services requiring payment, we request credit card or other payment account information, which will be used solely for processing payments. Your financial information will not be stored by us except for the name and address of the card holder, the expiry date and the last four digits of the Credit Card number. Subject to your prior consent and where necessary for processing future payments, your financial information will be stored in encrypted form on secure servers of a reputed Payment Gateway Service Provider that we use, who is beholden to treating your Personal Information in accordance with this Privacy Policy Statement.

### **Visitor Details**

We use the Internet Protocol address, browser type, browser language, referring URL, files accessed, errors generated, time zone, operating system

and other visitor details collected in our log files to analyze the trends, administer the website, track visitor's movements and to improve our website.

### **Internal Use of Data**

KhudraSoft uses data about KhudraSoft Customers to perform the services requested. For example, if you fill out a "Contact" web form, KhudraSoft will use the information provided to contact you about your interest in the Services. KhudraSoft will also share your previously provided information to the KhudraSoft Customer Support teams in order to provide excellent customer support.

KhudraSoft may also use data about KhudraSoft Customers for marketing purposes. For example, KhudraSoft may use information you provide to contact you to further discuss your interest in the Services and to send you information regarding the KhudraSoft, its affiliates, and its partners, such as information about promotions or events.

### **Cookies**

We use temporary and permanent cookies to enhance your experience of our Services. Temporary cookies will be removed from your computer each time you close your browser. By selecting 'Remember Me' option in Services, a permanent cookie will be stored in your computer and you will not be required to sign-in by providing complete login information each time you return to our website. If you have turned cookies off, you may not be able to use registered areas of the website. We tie cookie information to your email address when you elect to remain logged in so as to maintain and recall your preferences within the website. We may from time to time employ the use of pixel tags on the website and in emails. Pixel tags such as web beacons are 1x1 images that are embedded onto a web page to document traffic and for website analytics without collecting any Personal Information.

We may from time to time employ the services of a third-party agent to analyze statistical and aggregate data about our website content and user base. This aggregated information is not personally identifiable and is employed in improving website functionality and offerings. To this end, these third parties may employ the use of cookies and, or pixel tags in providing their services. While these third-party cookies are not tied to your Personal Information, KhudraSoft does not have access to these cookies nor are we responsible for them.

### **Children's Online Privacy Protection**

KhudraSoft does not knowingly collect Personal Information from users who are under 13 years of age.

### **With whom we share Information**

We may need to disclose Personal Information to our affiliates, service providers and business partners solely for the purpose of providing Services to you. In such cases KhudraSoft will also ensure that such affiliates, service providers and business partners comply with this Privacy Policy Statement and adopt appropriate confidentiality and security measures. We will obtain your prior specific consent before we share or disclose your Personal Information to any person outside KhudraSoft for any purpose that is not directly connected with providing Services to you. We may share generic aggregated demographic information not linked to any Personal Information regarding visitors and users with our business partners. Please be aware that laws in various jurisdictions in which we operate may obligate us to disclose user information and the contents of your user account to the local law enforcement authorities under a legal process or an enforceable government request. In addition, we may also disclose Personal Information and contents of your user account to law enforcement authorities if such disclosure is determined to be necessary by KhudraSoft in our sole and absolute discretion for protecting the safety of our users, employees, or the general public.

### **How secure is your Information**

KhudraSoft adopt industry appropriate data collection, storage and processing practices and security measures, as well as physical security measures to protect against unauthorized access, alteration, disclosure or destruction of your Personal Information, email address, password, transaction information and data stored in your account. Access to your name and email address is restricted to our employees who need to know such information in connection with providing Services to you and are bound by confidentiality obligations.

### **Your Choice in Information Use**

You will be required to register for our Services by providing Personal Information. If you choose not to provide your Personal Information, we will be unable to provide you the Services. We provide you with the option of opting out from receiving mail from us; however, you will not be able to receive email notifications of new services, releases, upcoming events and changes to the Privacy Policy Statement should you decide to opt-out of receiving all messages from KhudraSoft. You may opt out of receiving newsletters and other secondary messages from KhudraSoft by selecting the 'unsubscribe' function present in every message we send.

### **Accessing, Updating and Removing Personal Information**

We provide users with access to their Personal Information. Users may correct, update or remove any such Personal Information either by accessing their user account or by contacting KhudraSoft Customer Support Services. Such changes may take up to 48 hours to take effect. We respond to all enquiries within 30 days.

## **Investigation of Illegal Activity**

We may need to provide access to your Personal Information and the contents of your user account to our employees and service providers for the purpose of investigating any suspected illegal activity. However, KhudraSoft will ensure that such access is in compliance with this Privacy Policy Statement and subject to appropriate confidentiality and security measures.

## **Third Party Links/Websites**

KhudraSoft may link to third-party websites and services when required; however, we are not responsible for privacy statements, practices or the contents of such third-party sites.

## **Enforcement of Privacy Policy**

We make every effort, including periodic reviews to ensure that Personal Information provided by you is used in conformity with this Privacy Policy Statement. If you have any concerns regarding our adherence to this Privacy Policy Statement or the manner in which Personal Information is used for the purpose of providing the Services, kindly contact [legal@khudrasoft.com](mailto:legal@khudrasoft.com). We will contact you to address your concerns and we will also co-operate with regulatory authorities in this regard if needed.

## **Changes to Privacy Policy**

KhudraSoft reserves the right to change, edit or amend this Privacy Policy at any time without any prior notice. When we change, edit or remove any part from this privacy policy, we will mention the updated date at the bottom of this privacy policy page. We encourage our users to keep reviewing this page frequently in order to stay updated with the changes that we perform. The continuing use of our website means that you agree and accept those changes.

## **Contact Us**

In case, if you have any query or question regarding our Privacy Policy, you can get in touch with us using Contact us form.

From

**KhudraSoft Management**

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