

## **PRIVACY POLICY**

We respect your privacy and shall only collect and use as much personal information from you as is required to administer your account and provide the products and services you have requested from us. If we should require additional information from you, we shall collect and use the same only after getting your explicit consent.

Please find the list of personal data we collect and the purposes thereof.

<b>Personal Data</b>	<b>Purpose</b>
ID Proof No	Unique ID Proof Number will be used as proof of identity
Date of Birth	This data will be used for official purpose
Email	This data will be used to share official communication through email
Mobile Number	This data will be used to share official communication through SMS
Name	This data will be used for official communication
Communication Address	This data will be used for official communication
Parents Name	This data will be used for verification of documents

### **How we will keep your information safe**

We have put in place appropriate technical, organizational and security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

### **How long we will keep your information**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

### **How we will share your personal data**

We may share your data with third parties, including third-party service providers and other entities. Please note, COMEDK has not in the past, nor does it currently, under any circumstances sell your personal data to any third party. Further, COMEDK does not share your personal data with third parties for any additional purpose unless required to fulfil a legal obligation or a legitimate business purpose where permitted by law.