

# "ekamsikh"

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## Privacy & Security Policy EkamSikh Trust & EkamSikh Mobile App

Protecting your private information is our priority. This Statement of Privacy applies to the <http://www.ekamsikhtrust.org/> & "ekamsikh" Mobile App and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, everything mentioned on the site is with reference to <http://www.ekamsikhtrust.org/>. This website is our Trust based website that describes all initiatives that we are performing under "EkamSikh Trust".

We do employ other companies to perform functions on our behalf, e.g. web site developers and marketing agencies. These other companies will have access to your personal information as necessary to perform their functions on our behalf, but they may not share that information with any third party or otherwise use that information.

[ekamsikhtrust.org/](http://www.ekamsikhtrust.org/) & "EkamSikh" Mobile App is an online portal and collects a variety of personal data necessary to provide these/available services. By choosing to enter your personal information on this site you indicate your willingness to disclose this information to us. By registering you also agree that both [ekamsikhtrust.org/](http://www.ekamsikhtrust.org/) & "EkamSikh" Mobile App, can use your information to contact you through regular emails and news for which you can unsubscribe if you wish at any time. If you do not wish to disclose this information, you cannot use our "EkamSikh" Mobile App though you still can visit our website.

[ekamsikhtrust.org/](http://www.ekamsikhtrust.org/) & "EkamSikh" Mobile App reserves the right to change User IDs and Passwords at any time to protect the security of the site.

### Links

Please be aware that this website & Mobile App may contain links to third-party websites. This Privacy Policy applies solely to information collected by this website & Mobile App. This Privacy Policy does not apply to, nor is [ekamsikhtrust.org/](http://www.ekamsikhtrust.org/) & "EkamSikh" Mobile App responsible for, any content, privacy practices, or conduct of such websites. We encourage our users to be aware when they leave our site or Mobile App to read the privacy policies of each and every website including those that collect personally identifiable information.

### Changes To The Privacy Policy

[ekamsikhtrust.org/](http://www.ekamsikhtrust.org/) & "EkamSikh" Mobile App reserves the right to modify or amend the Privacy Policy at any time and for any reason. Please check back to this Privacy Policy from time to time to stay informed. Nothing contained in this Privacy Policy is intended to create a contract or agreement between the website and any user visiting the site or providing identifying information in any form.

### Use of Cookies

[ekamsikhtrust.org/](http://www.ekamsikhtrust.org/) & "EkamSikh" Mobile App may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your computer by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalize [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App, or register with Mobile App or services, a cookie helps the App to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as your preferences, your resume, and so on. When you return to the same [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App, the information you previously provided can be retrieved, so you can easily use the Website or App features that you customized. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App services or websites you visit.

## **Why are we asking for consent?**

At [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App we place great importance on our relationship with our users and we want to ensure that you fully understand why and how we collect and use your personal information in order to help you with your career search.

To this end we have prepared the following statement which explains our approach to your personal data and why we need it, and how you can manage your data. Finally, we need you to confirm that give us consent to continue storing your personal data, so that we can provide the services you signed up for. This is a legal requirement as well as something we care a great deal about, so we ask that you read this statement carefully and make an informed decision based on the facts we have supplied.

If you are happy for us to continue to provide our great services to you and have already read the details on this page, you can give your consent via our consent form.

## **What type of data is collected?**

We usually collect the following data, although exactly what we have stored about you may vary depending on which of our services you have used: name, email address, contact details, profile picture, date of birth etc.... you may have uploaded.

In addition to the information our site directly collects from you, we may also use third-party services, such as Google Analytics, to help us to understand how visitors use our site. The information collected by these third-party services is typically focused on which pages are most often visited, how long users stay on a page, where they have come to the site from.

Generally, this information has limited personally identifiable data, but some services may record your IP address which could be used as a personal identifier.

## **Why do we need your personal data?**

We need to store a certain amount of personal data about you in order to be able provide you with our services and to improve our services and how we deliver them to you. This could be as little as your name and email address, but more often includes your contact details, gender, date of birth and so on.

Likewise, to provide you with information alerts, we need to know your email address and your search criteria, so that we can filter the jobs to your specific requirements and send to you at the interval you have chosen.

[ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App may also use your personally identifiable information to inform you of other products or services available from the website and its affiliates. [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered. We may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App may share data with trusted partners to help perform statistical analysis, send you email or postal mail, or provide customer support. All such third parties are prohibited from using your personal information except to provide these services to [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App, and they are required to maintain the confidentiality of your information. [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App may keep track of the websites and pages our users visit within website and App, in order to determine what services are the most popular. This data is used to deliver customized content and advertising within [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App to customers whose behavior indicates that they are interested in a particular subject area.

[ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App; (b) protect and defend the rights or property of [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App; and, (c) act under exigent circumstances to protect the personal safety of our users, or the public.

### **Who has access to your personal data?**

[ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App are the data processors and controllers and as such our management and employees may have access to your details, as governed by our data access/protection policy.

Our technology partner, may also need to access your details to provide technical support in some circumstances. But this access is strictly controlled and limited and your data will not be accessed or used beyond the scope of providing essential maintenance and technical support.

If we offer outsourced services that you opt to use, we may need to share selected data about you with these parties in order to deliver the service you have requested.

Third-party service providers such as Google Analytics or other services (e.g. social media sharing services, live chat support services, etc.), may also have limited access to data in the form of our IP address or similar data.

## How you can manage your personal data?

Sign in to your account, where you will be able to review your personal data and manage most aspects of the data we store about you from your account's profile dashboard.

We may also keep some information outside of our website to help us process applications and/or provide additional services to you. Please contact us if you would like more information on data we may store outside of our website.

## How long will we keep your personal data for?

Any information you supply may be retained until you update/remove your details. Please refer to our 'privacy policy section for more details on how to manage this data.

Registration data (name, email address, contact details) needs to be kept so that we can provide you with an account and/or contact you with updates about your application(s).

## What happens if you don't consent?

All businesses that collect/process personal data are required by law to gain consent from their users to do so. We have taken great efforts to collect as little personal data as necessary to provide our services, and to make the process as transparent as possible. However, given the nature of the recruitment business and the application process, we do still need to collect and retain some personal data. If you do not supply consent or ask for consent to be removed at a later date, we'll comply with this by removing any personal data we hold about you. Where applicable, we'll also remove your account from our systems (as your login details constitute personal data). You will always be more than welcome to come back and re-register with us or apply to any jobs we have posted though, whether that's now or in the future though.

## Information Sharing and Disclosure

[ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App does not rent, sell, or share personal information about you with other people (save with your consent) or non-affiliated companies except to provide products or services you've requested, when we have your permission, or under the following circumstances

- We provide the information to trusted partners who work on behalf of or with [ekamsikhtrust.org/](https://ekamsikhtrust.org/) & "EkamSikh" Mobile App under confidentiality agreements. These companies may use your personal information to help us communicate with you about offers from website and our marketing partners. However, these companies do not have any independent right to share this information.
- We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims;
- We believe it is necessary to share information 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 Info Edge India Limited's terms of use, or as otherwise required by law.

- We transfer information about you if [ekamsikhtrust.org/](http://ekamsikhtrust.org/) & "EkamSikh" Mobile App is acquired by or merged with another company.
- [ekamsikhtrust.org/](http://ekamsikhtrust.org/) & "EkamSikh" Mobile App displays targeted advertisements based on personal information. Advertisers (including ad serving companies) may assume that people who interact with, view, or click on targeted ads meet the targeting criteria - for example, women ages 18-24 from a particular geographic area.
- [ekamsikhtrust.org/](http://ekamsikhtrust.org/) & "EkamSikh" Mobile App does not provide any personal information to the advertiser when you interact with or view a targeted ad. However, by interacting with or viewing an ad you are consenting to the possibility that the advertiser will make the assumption that you meet the targeting criteria used to display the ad.

## **Consent and Changes to the Privacy Policy**

Users are reminded that by using the Services on the Site, you signify your agreement to this Privacy Policy and consent to our collection and use of your Information. If you do not agree to this Privacy Policy, please do not use the Services. [ekamsikhtrust.org/](http://ekamsikhtrust.org/) & "EkamSikh" Mobile App reserves the right to update, revise, modify or amend this Privacy Policy at any time to reflect changes to our privacy policies and procedures by publishing the updated version on the Site. Your continued use of the Site and its Services will constitute your acceptance of the changes to the Privacy Policy. Therefore, we encourage Users to review this webpage regularly for the latest information on our privacy practices.

We hope that you are happy with our services, but if you decide you would like to remove your account and personal details at any time, simply sign in to your account profile & Delete Account

**If you have any questions about your personal information, contact [reachout@ekamsikhtrust.org](mailto:reachout@ekamsikhtrust.org)**

**Privacy Policy was modified as on 9<sup>th</sup> March 2019**