

PRIVACY POLICY

This Privacy Policy is created by Aasman Foundation (AF) in order to demonstrate its commitment to the user's privacy and protection of information. It explains the information that AF collects, processes, uses, shares and protects when a user accesses its website and voluntarily provides for accessing the portal ("**Portal**"). AF will not use or share user's information with anyone except as described in this Privacy Policy. You may read this policy in its entirety before using AF's Services. Each time you use its Service you are accepting the practices described in this Privacy Policy at that time. If you do not agree to the terms of the policy, please do not use or access this Portal/database and do not accept the terms and conditions for use of this database.

If you are asked for any Personal Information you will be informed how it will be used if you choose to give it. The use of the term "**Personal Information**" in this privacy statement refers to any information from which your identity is apparent or can be reasonably ascertained. For the purposes of this policy "Personal Information" shall have the meaning as assigned to the term "Sensitive Data and Personal Information" in Rule 3 of Information Technology (Reasonable security practices and procedures and sensitive personal information) Rules, 2011.

INFORMATION COLLECTED

Personal Information (see meaning assigned above) includes the below that shall be voluntarily provided by the user of AF on the career guidance portal, in connection with availing benefits of using this portal:

- Student Name
- Student Gender
- Student Class
- Student School Name/School Code
- Student Unique ID

When you use this Portal, you will be providing us Personal Information willingly with the full understanding that these details are required for the purpose mentioned below. You are requested not to provide us with personal data of persons other than yourselves, unless you have collected the data only after:

- Informing them of
 - the purpose for which data is collected and
 - the way the data is collected, used and stored
- collecting through a secure and encrypted system

AF records your visits and logs the following information for statistical purposes:

- your server's address;
- the name of the top-level domain from which you access the Internet;
- the type of browser you use;
- the date and time you access the site;
- the pages you have accessed and the documents downloaded and the previous Internet address from which you linked directly to the site.

AF will not identify users or their browsing activities, except when a law enforcement agency may exercise a warrant to inspect the service provider's logs.

COOKIES

A "cookie" is a small piece of software stored by a web server on a web browser, so it can be later read back from that browser. This Portal uses cookie and tracking technology depending on the features offered. No personal information will be collected via cookies and other tracking technology however, if you previously provided personally identifiable information, cookies may be tied to such information.

These cookies do not collect personal information on users and they are deleted as soon as you leave our website. The cookies do not permanently record data and they are not stored on your computer's hard drive. The cookies are stored in memory and are only available during an active browser session. Once you close your browser, the cookie disappears.

EXTERNAL LINKS ON WEBSITE

Our apps and website may include hyperlinks to other web sites or content or resources. These links have been placed for your convenience. AF is not responsible for the privacy practices or the content of those linked websites and encourage you to consult the privacy notices of those sites.

You acknowledge and agree that this career portal as well as any other app, website and/ or domain owned, operated and controlled by AF is not responsible for the availability of any such external sites or resources, and does not endorse any advertising, products or other materials on or available from such websites or resources.

You acknowledge and agree that this career portal as well as any other app, website and/ or domain owned, operated and controlled by AF is not liable for any loss or damage which may be incurred by you as a result of the availability of those external sites or resources, or as a result of any reliance placed by you on the completeness, accuracy or existence of any advertising, products or other materials on, or available from, such apps, websites or resources.

HOW INFORMATION IS USED

AF shall ask you to provide Personal Information only for lawful purpose connected with our Services and necessary to be collected by us for such purpose.

AF shall collect and use personal information:

- (i) To authenticate your identity, to enable you to easily provide or access services provided by AF and its affiliated partners.
- (ii) To track candidate engagement
- (iii) Provide you with services you explicitly requested for, to resolve disputes and troubleshoot concerns.
- (iv) Inform you about admission process of colleges, vocational training programs, scholarships process etc.

PROTECTING YOUR INFORMATION – SECURITY AND PASSWORDS

If you create an account, you may be asked to choose a password. You should choose a password that is not easy to guess, and does not use words that you would find in a dictionary.

You shall be responsible for maintaining the confidentiality of your account and password and for restricting access to your computer to prevent unauthorised access to your account and shall accept responsibility for all activities that occur under your account or password.

You agree not to use the account, username, email address or password of another user at any time or to disclose your password to any third party. You agree to notify us immediately if you suspect any consistent unauthorized use of your account or access to your password

AF has stringent security measures in place to protect the loss, misuse, and alteration of the information under our control. Once your information is in our possession, we adhere to strict security guidelines, protecting it against unauthorized access. However, "perfect security" does not exist on the Internet. You therefore agree that any security breaches beyond the control of our standard security procedures are at your sole risk and discretion.

CONFIDENTIALITY AND DISCLOSURE OF YOUR INFORMATION

AF shall not sell, rent or trade the information we have collected about you, other than as disclosed within this Privacy Policy.

By accepting these terms and conditions, AF understands that it has your express consent to share information disclosed by you with third parties, for the purposes of providing AF services. Following are some instances when information may be shared:

AVAILING ADD-ON BENEFITS

AF may float programs related to skill development, add-on value courses, linkage to skill training providers and in such cases basis your confirmation the details may be shared with third party.

ADMINISTRATIVE AND LEGAL REASONS

AF will cooperate with Government and law enforcement officials and private parties to enforce and comply with the law. To this effect, AF may access, use, preserve, transfer and disclose your information (including Protected Information, IP address, Device Information), to Government or law enforcement officials or private parties as we reasonably determine is necessary and appropriate:

- (i) to satisfy any applicable law, regulation, subpoenas, Governmental requests or legal process or
- (ii) to protect and/or defend the Terms and Conditions for use of this Portal or
- (iii) to protect the safety, rights, property or security of AF, its Services or any third party or
- (iv) to protect the safety of the public for any reason or
- (v) to detect, prevent or otherwise address fraud, security or technical issues or
- (vi) to prevent or stop activity we may consider to be, or to pose a risk of being, an illegal, unethical, or legally actionable activity.

ACCESSING, REVIEWING AND CHANGING YOUR PROFILE

You are responsible for maintaining the accuracy of the information you submit to us. If your Personal Information has undergone any change, you may correct, delete inaccuracies, or amend information by making the change through this Portal.

If upon modifying or changing the information earlier provided to AF, we find it difficult to permit access to our Services to you due to insufficiency/ inaccuracy of the information, we may, in our sole discretion terminate your access to the services by providing you by AF.

Further, such information is never completely removed from our databases due to technical and legal constraints, including stored 'back up' systems. Therefore, you should not expect that all of your personally identifiable information will be completely removed from our databases.

DISCLAIMER

This website is being maintained for information aggregation purposes only. All material, information, data, images or content in any form available on this website is the sole property of AF. Except as expressly provided in this document, no part of the platform and no Content may be copied, reproduced, republished, uploaded, posted, publicly displayed, encoded, modified, translated, transmitted or distributed in any way (including "mirroring") to any other computer, server, Website or other medium for publication or distribution or for any commercial purposes/usages, without AF's express prior written consent. AF shall have right to initiate appropriate legal proceedings in case of such violation.

Even though every effort is taken to provide accurate and up to date information, whenever there is any doubt regarding the correctness of the information contained therein for any information posted on this website, visitors are advised to get in touch with AF Office. To the maximum extent permitted by law, AF shall not be liable for any indirect, incidental, special, consequential, or punitive damages, or any loss of profits or revenues, whether incurred directly or indirectly, or any loss of data, use, goodwill, or other intangible losses, resulting from:

- (a) your access to or use of or inability to access or use the services
- (b) any conduct or content of any party other than the applicable party, including without limitation, any defamatory, offensive, or illegal conduct or
- (c) unauthorized access, use, or alteration of your content or information.

Every effort is made to keep the website up and running smoothly. However, AF takes no responsibility for, and will not be liable for the website being temporarily unavailable due to technical issues beyond our control. Also, your access to the website may also be occasionally suspended or restricted to allow for repairs, maintenance, or the introduction of new facilities or services at any time without prior notice. We will attempt to limit the frequency and duration of any such suspension or restriction.

AF provides links to the websites of different colleges, scholarships, entrance exams providers (institutions). Any details/ information/ content provided by such affiliates is the sole responsibility of the respective institutions and AF does not hold any responsibility towards the same. AF is not responsible for examining or evaluating, does not warrant or endorse the offerings of any of these institutions or the content of their websites. AF does not assume any

responsibility or liability for the actions and content provided by them and any other third-parties.

Any decision taken by the user on their career is voluntary and the sole right of the user. The user should verify all the information at their end and not solely depend on the information provided here in the career guidance portal for taking career guidance. AF or UNICEF, India hold no responsibility for any user career decision by using the portal for taking out any information.

You acknowledge and agree that the Disclaimers and the limitations of liability set forth in this document reflect a reasonable and fair allocation of risk between you and AF.

NOTIFICATION OF MODIFICATIONS AND CHANGES TO THE PRIVACY POLICY

Please note that this Privacy Policy is subject to change and will periodically be updated to ensure that AF complies with all relevant statutory regulations. AF reserves the right to change the terms of Privacy Policy from time to time and may periodically update to ensure that it complies with all relevant statutory regulations. Your continued use of the platform will signify your acceptance of any adjustment to these terms.

You are therefore advised to re-read the terms of the Privacy Policy periodically. Should it be that you do not accept any of the modifications or amendments to the same, you may terminate your use of this platform immediately.

Periodically, AF may publish and share progress reports or other information reports with its oversight body with general statistical information about users of its database, such as number of students, schools etc.

CONTACT US

If you have any questions or concerns regarding the above statement, please contact our Grievance Officer at radhika@asmanfoundation.org or Aasman Foundation, #A-16, Green Park Main, New Delhi, Delhi - 110016