

# **Privacy Policy**

This document is an electronic record in terms of Information Technology Act, 2000 and Rules made there under as applicable. This electronic record is generated by a computer system and does not require any physical or digital signatures. This document is published in accordance with the provisions of Rule 3(1) of the Information Technology (Intermediaries guidelines) Rules, 2011 that require publishing the rules and regulations, privacy policy and user agreement of access or usage of a website. Here website means **www.staneley.com**.

### **1. COLLECTON & STORAGE OF INFORMATION**

1. Registration at STANELEY CONSULTING & TRAINING require user/s to share their personal details including but not limited to Name, Father's Name, Address, E-mail address, Mobile Number, Name of School or Organization, Etc., which may be used by STANELEY CONSULTING & TRAINING to offer a proper Online DISC Assessment & arrive at an Appropriate Online or In Person Training Program.

2. STANELEY CONSULTING & TRAINING may collect by virtue of your access to the website also receive some other information, including but not limited to your browser type, operating system, IP address, date, and time you visited the site, the areas or pages of the site that you visit, the amount of time you spend viewing the site, the number of times you return to the site, your location and other click-stream data to which you expressly hereunder.

3. That due to our access to the website, some files may be stored on your system, to which you agree by accessing the website.

4. STANELEY CONSULTING & TRAINING also provides access to the user/s through their respective Google/Facebook/LinkedIn/Instagram accounts; or, during which process their (user/s) personal or any other information may be shared with STANELEY CONSULTING & TRAINING, which may be used by STANELEY CONSULTING & TRAINING in terms of the Privacy Policy. Further, irrespective of the mode of your login to the Website you shall remain bound by EULA/Privacy Policy and disclaimer of STANELEY CONSULTING & TRAINING.

5. STANELEY CONSULTING & TRAINING stores and processes your information at the safe data centers/ servers that are protected by physical as well as reasonable technological security measures and procedures in accordance with Information Technology Act 2000 and Rules there under. You undertake not to object to your Information being transferred or used in this way.

#### 2. USE OF INFORMATION

1. STANELEY CONSULTING & TRAINING shall have the right to use your Information as provided by you and such usage of your information by us does not amount to violation of any rights you might have in your Information. You agree to grant us a non-exclusive world-wide, perpetual, revocable, royalty-free, sub-licensable (through multiple tiers) right to exercise the copyright, publicity, and database rights (but no other rights) you have in Your Information, in any media now known or not currently known, with respect to your Information.

2. Notwithstanding the reasonable efforts in that behalf, STANELEY CONSULTING & TRAINING cannot control the information provided by the Users which may be made available on the Website. You may find other User's information to be offensive, harmful, inaccurate, or deceptive. Please use caution and practice safe training when using the Website.

3. STANELEY CONSULTING & TRAINING does not sell or rent your personal information to third party for their marketing purposes without your explicit consent and we only use your information as described in the Privacy Policy. We view protection of user's privacy as a very important community principle. We understand clearly that your Personal Information and that of the user is one of our most important assets.

4. STANELEY CONSULTING & TRAINING may share the information provided by you with mentors, or as the case may be; to complete your requirement from STANELEY CONSULTING & TRAINING; to contact you with information and promotional materials and offers from our company as well as from our affiliates, other related companies, educational institutions, marketing partners and other third parties, if you have agreed to receive such communications; to government if required under law or by any other mode as permissible in law.

#### **3. CONFIDENTIALITY**

1. The term "Confidential Information" shall mean all information, whether written, oral or visual, that may be disclosed or made available by the STANELEY CONSULTING & TRAINING to the User/s, but not limited to:

• Technical, financial, commercial, or other information relating to the business or financial affairs, methods of operation or proposed methods of operation, accounts, transactions or products,



proposed transaction or proposed products, security procedures, internal controls or computer or data processing programs, algorithms, electronic data processing applications, routines, sub routines, techniques, systems, policies, procedures or personal information of STANELEY CONSULTING & TRAINING or User or any other customer, client, business partner, alliance or vendor of the STANELEY CONSULTING & TRAINING

- Information or data which is confidential or proprietary to a third party which is in the possession custody or control of STANELEY CONSULTING & TRAINING and
- All data, notes, summaries or other material derived from the information specified above.

2. Notwithstanding the foregoing, "Confidential Information" shall not include any information that:

- Is or becomes generally available to the public other than as a result of a disclosure by STANELEY CONSULTING & TRAINING; or
- Is available to the user/s on a non-confidential basis prior to the disclosure of such Confidential Information by the STANELEY CONSULTING & TRAINING
- Becomes available to the user/s on a non-confidential basis from a source other than a STANELEY CONSULTING & TRAINING only if such source is not subject to any prohibition against transmitting the information to the user/s;
- Was developed independently by the user/s without any reference to or use of the Confidential Information;
- Is approved for release upon the written permission of the STANELEY CONSULTING & TRAINING
- Is required to be disclosed to a government/ judicial/ quasi-judicial body in pursuance of an order. In such events, where possible, the user shall give adequate notice to the STANELEY CONSULTING & TRAINING, as the case may be, before making any disclosure so that STANELEY CONSULTING & TRAINING may have adequate opportunity to respond prior to such disclosures; as also make disclosures only to the extent as required.

3. Further, you agree and undertake:

- That all the Confidential Information shall be considered and shall remain a trade secret and the sole property of STANELEY CONSULTING & TRAINING;
- That using utmost care, you shall hold interest for STANELEY CONSULTING & TRAINING and keep in strict confidence all Confidential Information and not disclose to any person/ third party or use for any purpose or allow the disclosure or use of any Confidential Information accept as required for the purposes of the engagement or as permitted in terms of the Agreement.
- To employ all reasonable measures to protect the Confidential Information from unauthorized or inadvertent disclosure, including measure no less protective than those measures that you employ to protect own information of a like nature;
- Not to publish, disclose or allow disclosure to others (including, without limitation, the tax professional's affiliates or agents) of any Confidential Information that has been made available to the user/s;
- To restrict internal access to the Confidential Information on a need-to-know basis who have been
  instructed as to the confidential nature of such information and who are either subject to a corporate
  nondisclosure policy established policy established by their employer or have executed a nondisclosure agreement reasonably designed to maintain STANELEY CONSULTING & TRAINING
  proprietary rights and to ensure the confidentiality and non-use of the Confidential Information as set
  forth in this Agreement;
- To be responsible for any breach of this Agreement caused by the tax professional;
- That notwithstanding the return of any Confidential Information in accordance with this agreement herein, the user and its employees and agents shall continue to hold in confidence all Confidential Information, which obligation shall survive any expiration or termination of this Agreement for a period of one year.

## 4. ACCEPTANCE

By using the Site and/ or by providing your Information you consent to the collection and use of the information you disclose on the Site by STANELEY CONSULTING & TRAINING in in accordance with STANELEY CONSULTING & TRAINING Privacy Policy. You agree and acknowledge that you have read and fully understood the Privacy Policy and the terms and contents of such Privacy Policy as mentioned in the Website is acceptable to you.

#### **5. CHANGES IN THE PRIVACY POLICY**

The Privacy policy may be changed by STANELEY CONSULTING & TRAINING time to time and user/s is required to keep himself always updated with the same. By accessing the Website, you are deemed to have acquainted yourself with the up-to-date privacy policy.