

A **privacy policy** states how you will respect the privacy of your website users. It says what information you will gather, how you will use it and how you will keep it secure.

A **privacy policy** is a legal document that discloses some or all of the ways a party gathers, uses, discloses and manages a customer's data. The exact contents of a privacy policy will depend upon the applicable law and may need to address the requirements of multiple countries or jurisdictions. While there is no universal guidance for the content of specific privacy policies, a number of organizations provide example forms.

This privacy policy sets out how ['Centre for Action Development Research and Education in India (CADRE India)'] uses and protects any information that you give ['Centre for Action Development Research and Education in India (CADRE India)'] when you use this website. ['Centre for Action Development Research and Education in India (CADRE India)'] is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.['Centre for Action Development Research and Education in India (CADRE India)'] may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 29/11/2013.

What we collect

We may collect the following information:

- ✚ Name and job title.
- ✚ Contact information including Phone numbers/Email address.
- ✚ Demographic information such as postcode, preferences of residence/nationality.
- ✚ Other information relevant to customer surveys.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- ✚ Internal record keeping/information sharing to you.
- ✚ We may use the information to improve our projects and services.

- ✚ We may periodically send promotional Emails about new projects, special offers or other information which we think you may find interesting using the Email address which you have provided.
- ✚ From time to time, we may also use your information to contact you for further market research purposes. We may contact you by Email, phone, or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose 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. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at

the privacy statement applicable to the website in question.

Controlling your personal information:-

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for other purposes/interests.
- if you have previously agreed to us using your personal information, you may change your mind at any time by writing to or emailing us at cadreindia@gmail.com

We will not share your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the address. We will promptly correct any information found to be incorrect.

Contacting Us regarding this privacy policy you may contact us in the contact information.