

# Privacy Policy

Emancipation Edutech Private Limited

## Overview

Emancipation Edutech Private Limited respects the privacy of students, parents, guardians, website visitors, and prospective learners who contact us for training programs, computer courses, coaching, counselling, or admission support. This Privacy Policy describes the types of information we may collect, why we collect it, and how we use and protect it.

We may collect personal information when you submit an enquiry form, call or message our team, visit our centre, register for a course, make a payment, attend counselling, or interact with our website. This may include your name, phone number, email address, city, course interest, academic details, batch preference, parent or guardian contact information, and communication history.

During enrolment or fee payment, we may collect payment-related details such as transaction reference number, payment mode, receipt information, billing details, and course fee records. Sensitive card, UPI, or banking credentials are generally processed by payment providers and are not intentionally stored by us.

*Placeholder note: this dummy PDF should be replaced with the final signed-off legal document later.*

## How We Use Information

We use collected information to respond to enquiries, provide course counselling, process admissions, schedule batches, issue receipts, share class updates, deliver study material, provide student support, track attendance or progress where applicable, issue certificates, and communicate important institute announcements.

We may also use contact details to share information about relevant courses, batch openings, offers, events, examinations, workshops, or career guidance sessions. Students may request that routine promotional communication be stopped while still receiving essential course or payment-related updates.

## Cookies and Website Usage

Our website may use basic cookies, analytics tools, caching, and similar technologies to understand page performance, improve browsing experience, remember preferences, measure visitor activity, and keep the website secure. Browser settings can usually be adjusted to block or delete cookies, but some website features may not function as expected after doing so.

## Third-Party Sharing

We do not sell student or enquiry information. We may share limited information with trusted service providers only when needed to operate our website, process payments, deliver communication, manage classes, provide certificates, maintain records, or comply with legal obligations.

Third-party services may include payment gateways, hosting providers, analytics platforms, communication tools, or software vendors. These providers are expected to use the information only for the service requested and to maintain reasonable confidentiality and security practices.

## **Data Security**

We use reasonable administrative, technical, and physical safeguards to protect personal information against unauthorized access, misuse, loss, alteration, or disclosure. Access to student records is limited to personnel who need the information for admissions, academic support, operations, accounts, or management purposes.

No online or offline system can be guaranteed completely secure. Students and parents should avoid sharing unnecessary sensitive information through public channels and should contact us immediately if they believe their information has been sent to the wrong place or misused.

## **Student Data Retention**

We retain student and enrolment information for as long as required to deliver services, maintain academic and payment records, issue certificates, resolve disputes, meet accounting requirements, support future verification requests, and comply with applicable legal or regulatory obligations.

Enquiry information that does not lead to enrolment may be retained for follow-up and service improvement for a reasonable period, unless a user requests deletion or withdrawal from non-essential communication.

## **Your Rights**

You may request access to your personal information, ask us to correct inaccurate details, withdraw consent for non-essential communication, request deletion where legally and operationally possible, or ask questions about how your information is used.

Some records, such as fee receipts, admission records, certificate logs, and compliance documents, may need to be retained even after a deletion request. We will review each request reasonably and respond using the contact details available in our records.

## **Contact Information**

For privacy-related questions, corrections, or requests, contact Emancipation Edutech Private Limited at [teamemancipation@gmail.com](mailto:teamemancipation@gmail.com), +91 9508033767, or +91 8210963267.