

PRIVACY POLICY

Updated October 01, 2022

This privacy policy for Knowdea Xchange Foundation ('Company', 'we', 'us', or 'our'), describes how and why we might collect, store, use, and/or share ('process') your information when you use our services ('Services'), such as when you:

- Visit our website at <https://www.knowdea.org>, or any website of ours that links to this privacy policy
- Engage with us in other related ways, including any meetings, webinars, seminars, conferences, interviews, or events

Questions or concerns?

Reading this privacy policy will help you understand your privacy rights & choices. If you do not agree with our policies and practices, please do not use our services. If you still have any questions or concerns, please contact us at contact@knowdea.org

SUMMARY OF KEY POINTS

This summary provides key points from our privacy policy, but you can find out more details about any of these topics by scrolling down to each key point or by using our table of contents below to find the section you are looking for.

What personal information do we process?

When you visit, use, or navigate our Site or services, we may process personal information depending on how you interact with Knowdea Xchange Foundation and the Services, the choice you make, and features you use.

Do we process any sensitive personal information?

We do not process sensitive personal information.

Do we receive any information from third parties?

We do not receive any information from third parties.

How do we process your information?

We process your information to provide, improve, and administer our services, communicate with you, for security and fraud prevention, and to comply with law. We may also process your information for other purposes with your consent. We process your information only when we have a valid legal reason to do so.

In what situations and with which parties do we share personal information?

We may share information in specific situations and with specific third parties.

What are your rights?

Depending on where you are located geographically, the applicable privacy law may mean you have certain rights regarding your personal information.

How do you exercise your rights?

The easiest way to exercise your rights is by contacting us. We will consider and act upon any request in accordance with applicable data protection laws.

Want to learn more about what Knowdea Xchange Foundation does with any information we collect?

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1. WHAT INFORMATION DO WE COLLECT?

Personal Information that you disclose to us.

In short: We collect personal information that you provide to us.

We collect personal information that you voluntarily provide to us when you express an interest in obtaining information about us or our services, when you participate in activities on the services, or otherwise when you contact us.

Personal Information Provided by You: The personal information that we collect depends on the context of your interactions with us and the services, the choices you make, and the features you use. The personal information we collect may include the following:

- Names
- Phone Numbers
- Email addresses
- Mailing addresses
- Designations or Job Titles
- Name of Institute or Organisation
- Contact preferences
- Billing addresses
- Debit/Credit card numbers
- Educational qualifications

Sensitive Information: We do not process sensitive information

Payment Data: We may collect data necessary to process your payment if you pay for Membership of other Services, such as your payment instrument number (such as Credit card number), and the security code associated with your payment instrument. All payment data is stored by Wix and Razorpay. You may find their privacy notice link(s) here:

<https://www.wix.com/about/privacy> and <https://razorpay.com/privacy>

All personal information that you provide to us must be true, complete, and accurate, and you must notify us of any changes to such personal information.

2. HOW DO WE PROCESS YOUR INFORMATION?

IN SHORT: We process your information to provide, improve, and administer our Services, communication with you, for security and fraud prevention, and to comply with law. We may also process your information for other purposes with your consent.

We process your personal information for a variety of reasons, depending on how you interact with our Services, including:

- To deliver and facilitate delivery of services to the user. We may process your information to provide you with the requested service.
- To respond to user inquiries/offer support to users: We may process your information to respond to your inquiries and solve any potential issues you might have with the requested service.
- To request feedback: We may process your information when necessary to request feedback and to contact you about your use of our Services.
- To send you communications. We may process the personal information you send to us for our various communication purposes, if this is in accordance with your preferences. You can opt out of our communication emails at any time. For more information, see 'WHAT ARE YOUR PRIVACY RIGHTS?' below).
- To post testimonials. We post testimonials on our services that may contain personal information.
- To protect our services. We may process your information as part of our efforts to keep our Services safe and secure, including fraud monitoring and prevention.
- To evaluate and improve our Services and your experience. We may process your information when we believe it is necessary to identify usage trends, determine the effectiveness of our campaigns, and to evaluate and improve our Services and your experience.
- To comply with our legal obligations. We may process your information to comply with our legal obligations, respond to legal requests, and exercise, establish, or defend our legal rights.

3. WHEN AND WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

In short: We may share information in specific situations described in this section and/or with the following third parties.

We may need to share your personal information in the following situations:

- **Business Transfers.** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.

4. HOW LONG DO WE KEEP YOUR INFORMATION?

In short: We keep your information for as long as necessary to fulfill the purposes outlined in this privacy notice unless otherwise required by law.

We will keep your personal information for as long as necessary for the purposes set out in this privacy notice, unless a longer retention period is required or permitted by law (such as tax, accounting, or other legal requirements).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise such information, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

5. WHAT ARE YOUR PRIVACY RIGHTS?

In short: You may review, change, or terminate your account at any time.

If you are located in India and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority.

Withdrawing your consent: If we are relying on your consent to process your personal information, which may be express and/or implied consent

depending on the applicable law, you have the right to withdraw your consent at any time. You can withdraw your consent at any time by contacting us by using the contact details provided in the section 'HOW CAN YOU CONTACT US ABOUT THIS NOTICE?' below.

However, please note that this will not affect the lawfulness of the processing before its withdrawal nor, when applicable law allows, will it affect the processing of your personal information conducted in reliance on lawful processing grounds other than consent.

Opting out of communications: You may unsubscribe from our communications at any time by clicking on the unsubscribe link in the emails that we send, or by contacting us using the details provided in the section 'HOW CAN YOU CONTACT US ABOUT THIS NOTICE?' below. You will then be removed from the communication lists. However, we may still communicate you – for example, to send you service-related messages that are necessary for administration and use of your membership, to respond to service requests, or for other important purposes.

If you have questions or comments about your privacy rights, you may email us at contact@knowdea.org

6. CONTROLS FOR DO-NOT-TRACK FEATURES

Most web browsers and some mobile operating systems and mobile applications include Do-Not-Track (DNT) feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. At this stage no uniform technology standard for recognizing and implementing DNT signals has been finalised. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about the practice in a revised version of this privacy notice.

7. DO WE MAKE UPDATES TO THIS POLICY?

In short: yes, we will update this policy as necessary to stay compliant with relevant laws.

We may update this privacy policy from time to time. The updated version will be indicated by an 'Revised' date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy policy, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy policy frequently to be informed of how we are protecting your information.

8. HOW CAN YOU CONTACT US ABOUT THIS POLICY?

If you have questions or comments about this notice, you may email us at contact@knowdea.org or by post to:

Knowdea Xchange Foundation, 501, Tower 12, The Close North, Nirvana Country, Sec 50, Gurugram, Haryana – 122018, India

9. HOW CAN YOU REVIEW, UPDATE, OR DELETE THE DATA WE COLLECT FROM YOU?

You have the right to request access to the personal information we collect from you, change the information, or delete it. To request review, update, or delete your personal information, please write to us at:

contact@knowdea.org