



**CHANDHIOK & MAHAJAN**  
ADVOCATES AND SOLICITORS

**Privacy Policy**

This Privacy Policy deals with information we collect in relation to our website 'www.chandhiok.com' (the "**Website**") and explains how we may collect and use information that we obtain about you, and your ("**You**" or "**Your**") rights in relation to that information ("**Information**"). Your use of our online services and our Website or Your provision of Information to us constitutes Your acknowledgment of the terms of this Privacy Policy. Please do not send us any of Your Information if You do not want it to be used in the ways described in this Privacy Policy.

**General**

1. The Website is owned and managed by Chandhiok & Mahajan, Advocates and Solicitors ("**We**", "**Us**" or "**Our**"), a full-service law firm engaged in providing legal services ("**Services**") with our main office at C-524, Defence Colony, New Delhi – 110024.

**Applicable Laws**

1. This Privacy Policy is published in compliance with the applicable laws including but not limited to:
  - Section 43A of the Information Technology Act, 2000 ("**IT Act**");
  - Rule 4 of the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("**SPDI Rules**");

**Application of Privacy Policy**

1. This Privacy Policy is applicable to all current and former users accessing or using Our Website, or otherwise engaging with Us through email.
2. The collection and processing of Information as a part of and during the delivery of Our delivery of Services, or other contractual or commercial engagements that We may enter into, shall be done in accordance with the specific terms applicable thereto, and not by this Privacy Policy.
3. By accessing or using Our Website or by otherwise giving Us Your Information, You confirm that You have the capacity to enter into a legally binding contract and have read, understood and agreed to the various functions and practices set out in this Privacy Policy.



4. You hereby agree to Our collection, use, sharing, and disclosure of Your Information in accordance with this Privacy Policy.
5. We may modify, add or delete from, this Privacy Policy from time to time, and Your continued access to, or use of Our Website, will be deemed to be an acceptance of the said changes. In case You do not agree with this Privacy Policy at any point of time, in part or as a whole, do not access/use the Website or various online services provided through the Website, or provide Us with any of Your Information.

### **Types of Information We Collect**

1. Information You Provide to Us - We collect personal Information that You provide to Us. For example, We may collect personal Information when You contact Us, request that We send You newsletters, legal updates, alerts, or other materials, register for a webinar or event, fill out a form, respond to a survey, comment on a blog, or otherwise communicate with Us, through Our Website. The personal Information provided by You may include such Information that We may use to identify You as a unique individual, such as Your name, telephone number, postal or e-mail address, social media identifiers, signature, and government issued identification numbers (such as PAN, Aadhar or passport number).
2. Demographic Information – We may collect from You Information which is not unique to You and signifies the characteristics of the general demographic or Information about protected classifications, such as Your age, gender, race, sexual orientation, marital status, or current location details.
3. Behavioural Information - We may also collect Information about the manner in which You use the Website and Information about Your electronic device and software therein including usage statistics, traffic data, Your IP address, browser and operating system type, domain names, access times, locations, and details regarding the various sections of the Website.
4. Any other Information that You may Provide - We may collect and use subject to the applicable laws, any other Information that You may provide to Us.
5. Consent - You hereby provide to Us with Your consent to obtain, collect, store and disclose to Our trusted service providers Your personal Information by accessing Our Website.

### **Retention of Your Personal Data**

1. We hereby assert that Your personal data shall not be retained for longer than is necessary for the purposes for which We collect or process them, unless otherwise required for the purpose of compliance to any legal requirement or obligation.
2. You also have the right to request Us to update, add, alter, correct, complete or delete, destroy Your personal data with Us by sending Us an email or communicating Your request to Us through any other online services that We may provide to You on Our Website.



3. We may also retain Your personal data wherever necessary for compliance with any legal obligation(s) arising under the applicable laws or to protect Your interests.

### **Use of Information**

1. We use Your Information for the following purposes:
  - To operate and improve the Website in order to provide and further maintain a positive user experience and to improve Our business prospects as a whole;
  - For non-targeting reasons such as frequency capping, compliance, information delivery, market or industry research or product and business development purposes;
  - To conduct audits and quality assessment processes; and
  - To analyse the use of Our internal functions and troubleshooting problems in relation to Our Website.
2. In addition to the above, We also use Your Information, for the following purposes:
  - For Our internal functions such as record keeping, accounting and compliance with applicable corporate and taxation laws;
  - For the purposes of recording Information including dates, times and geographical locations at which Our Website have been accessed by using various tracking functions and to improve such functions and various sections of Website and user experience. Your disabling of tracking functions on the Website by changing settings on Your electronic device(s) and software may cause You inability to use the Website fully or at all;
  - For providing You with relevant regulatory and legal updates;
  - To promote and invite You for seminars, webinars, Q&As and workshops conducted by Us for dissemination of relevant information;
  - To investigate, prevent, or take action against non-statutory or illegal activities, suspected fraud, circumstances involving potential threats to the safety of any person, or as otherwise required by law;
  - To respond to Your queries and requests and, to further communicate information to You including notifications and various updates to the Website;
  - To contact You from time to time to obtain Your valuable feedback on Our Website, and/or any potential Services that may be offered in the future through Our Website; and
  - To comply with the applicable laws.

### **Cookies**

1. Cookies allow Us to recognise Your browser and capture and recognise previously obtained Information. We and Our trusted service providers or third parties engaged on Our behalf may use cookies and similar tracking functions to collect Information from and store Information on Your electronic device when You use, access, or otherwise interact with Our Website.

### **How We Protect Your Information**



1. During the retention and storing of Your personal data, We take technological and organizational security measures and safeguards to protect Your data from accidental or intentional manipulation, unauthorised spillage, partial or complete loss, destruction or unauthorized access by third parties. We regularly update Our safety functions to ensure that they are in line with latest technological developments.
2. We assess Our procedures relating to collection of Information, storage and processing including physical security measures, to prevent unauthorized access to Our systems; and We provide the Information We collect on a 'requirement/need basis' and restrict access to Information, to such employees, agents and third party service providers who need not know that Information. Depending on the requirement, we may provide the Information to our employees and trusted service providers to process it on Our behalf, and who are compliant with strict confidentiality obligations under relevant contracts. We further may terminate or suspend Our contractual relationship with such person(s) who may breach the confidentiality obligations or cause damage to the collected and processed Information in any way.
3. Further, We shall not be responsible or held liable for any breach or spillage of Information or for any actions of any third parties or events that are beyond Our reasonable control including but not limited to acts of government, computer hacking, virus and malware attacks and, unauthorised access to computer data and storage device, computer malfunction and breach of secured and encrypted data, etc.

#### **Disclosure to Third Parties**

1. We do not sell, trade, publish, disclose or otherwise transfer Your Information to outside parties, unless We provide You with advance notice and obtain Your prior consent to do so.
2. The above does not include sharing the collected Information with Our trusted service providers including IT and other allied service providers, who assist Us in running the Website, and provide Services to You and other clients, provided they agree to keep this Information confidential and do not have any separate use of the Information. By accessing Our Website, You hereby provide Us Your consent to transmit and disclose Your Information to Our trusted service providers.
3. We hereby assert that We may disclose certain limited Information in case such disclosure is required under the applicable laws, enforce Our internal policies, or protect Ours or other's statutory rights, property, safety, investigate fraud, or respond to a query/request from the Government.

#### **Grievance Officer**

1. If You wish to report any security breach, have a problem that You are unable to resolve or would like to exercise Your rights under the applicable laws or this Privacy Policy, please address all correspondence to :

Sujoy Bhatia Partner

[Sujoy.bhatia@chandhiok.com](mailto:Sujoy.bhatia@chandhiok.com)

