

When you use www.hettichwoodworkinginstitute.com ("Website") as a guest user or registrant of the website ("User"), Hettich Poddar Wood Working Institute (HPWWI) collects personal identifiable and non-personal identifiable information from you the User. In order to ensure safety and privacy of the User, HPWWI has provided for certain terms and conditions which have been incorporated in the Privacy Policy. The User should read the privacy policy before using the Website. By using the website/ or by providing information the User consent to the collection and use of the information it shall disclose on the website in accordance with this Privacy Policy including but not limited to its consent for sharing information as per this Privacy Policy. **If you the User do not agree with terms and conditions of the Privacy Policy, please do not proceed further to use the Website.** This Policy should be at all times read along with the Terms of Use of the Website.

The Privacy Policy is as under:

1. Non-Personally identifiable information collected and stored automatically:

If the User visit our Website just to browse, read pages or download information, but do not register or provide information voluntarily, HPWWI gathers and store certain information about your visit automatically. This information cannot and does not identify the User personally.

The kind of information that is gathered automatically include the type of browser the User are using, the type of Operating System the User are using and the domain name of the Users Internet Service Provider, the date and time of the User visit and the pages the User has visited. We sometimes use this non-personally identifiable information to improve our website(s) design, content and primarily to give the User a better browsing experience.

2. Personal identifiable Information Collected: Personal information is collected from the User only when it is provided voluntarily. The User personal information is used to resolve disputes; troubleshoot problems; help promote a safe service; collect money; measure consumer interest in our products and services, inform about online and offline offers, products, services, and updates; customize User experience; detect and protect us against error, fraud and other criminal activity; enforce our terms and conditions; and as otherwise described to the User at the time of collection.

The type of personally identifiable information that may be collected from the User include name, address, e-mail address, phone number etc. The User can always choose not to provide information however where any information is stated to be mandatory, the User can only proceed further to avail services upon

providing such mandatory information. The information you provide is not given or sold to any private organizations or private persons.

3. **Cookies:** A "cookie" is a small piece of information stored by a web server on a web browser so it can be later read back from that browser. Cookies are useful for enabling the browser to remember information specific to a given user. Both permanent and temporary cookies are placed in the User computer's hard drive.

Most cookies are "session cookies," meaning that they are automatically deleted from User hard drive at the end of a session. The User are always free to decline our cookies if User browser permits, although in that case the User may not be able to use certain features on the Website and User may be required to re-enter your password more frequently during a session. Additionally, the User may encounter "cookies" or other similar devices on certain pages of the Website that are placed by third parties. HPWWI do not control the use of cookies by third parties. The cookies do not contain any of Users personally identifiable information.

4. **Sharing of Information:** Personal information may be disclosed if required to do so by law or where such disclosure is reasonably necessary to respond to orders or directions as issued by a Court of law or upon request by law enforcement or other government agencies. Also personal information may also disclose when HPWWI has reasons to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be violating the Websites Privacy Policy, Terms or use or may be causing injury to or interference with (either intentionally or unintentionally) HPWWI rights or property, other Website users. HPWWI will share / sell some or all of your personal information with another business entity should we (or our assets) plan to merge with, or be acquired by that business entity, or re-organization, amalgamation, restructuring of business. Such other business entity (or the new combined entity) will be required to follow this Privacy Policy with respect to the personal information.
5. **Security:** HPWWI strives to ensure the security, integrity and privacy of the Users Personal Information and to protect it against unauthorized access or unauthorized alteration, disclosure or destruction. However HPWWI shall not be held responsible for any loss, damage or misuse of Users Personal Information, if such loss, damage or misuse is attributable to a Force Majeure Event. A Force Majeure Event shall mean any event that is beyond the reasonable control of HPWWI and shall include, without limitation, sabotage, fire, flood, explosion, acts of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war, acts of government, computer hacking, unauthorized access to computer data and storage device, computer crashes, breach of security and encryption, etc.

6. **Changes in Privacy Policy:** The policy may change from time to time so please check periodically. The revised Policy shall be made available on the Website. Users continued use of the Website, following changes to the Policy, will constitute your acceptance of those changes.
7. **Governing Law:** The Terms of Use and all transactions entered into on or through the Website and the relationship between the User and HPWWI shall be governed in accordance with the laws of India. The User and HPWWI shall be subject to the exclusive jurisdiction of the courts at New Delhi, India and the User hereby accedes to and accept the jurisdiction of such courts.
8. **Grievance officer:** In accordance with Information Technology Act 2000 and rules made there under, the name and contact details of the Grievance Officer who can be contacted with respect to any complaints or concerns including those pertaining to breach of HPWWI Terms of Use, Privacy Policy and other policies or questions are published as under:

Grievance Officer

Grievance Officer Name: Freddy Khapoliwalla

Email Address: freddy_khapoliwalla@hpwwi.com