

## **Privacy Policy**

*Effective Date: 01-January-2023*

Thank you for visiting the website of Xavier Institute of Management & Entrepreneurship, Bangalore (referred to as "XIME," "we," "us," or "our"). At XIME, we value your privacy and are committed to protecting your personal information.

By using our website, you consent to the practices described in this Privacy Policy. Please take a moment to review this policy to understand how we handle your information.

At Xavier Institute Of Management & Entrepreneurship (also known as XIME), we are committed to protecting the privacy and security of our students, faculty, staff, and visitors.

This Privacy Policy outlines how we collect, use, disclose, and protect your personal information when you use our website.

### **1. Information We Collect**

We may collect personal information from individuals who interact with XIME in various ways, including but not limited to:

- Students applying for admission or enrolling in our programs
- Faculty and staff members
- Visitors to our website or campus

The types of personal information we may collect include:

- Contact information (such as name, address, email address, and phone number)
- Educational and employment history
- Financial information (such as credit card details for payment purposes)
- Demographic information
- Any other information necessary to provide our services

We also collect other information such as IP address, Operating System, device information, and usage data as part of our effort to optimise user experience.

### **2. Use of Personal Information**

We use the information we collect for the following purposes:

- To communicate with students, faculty, staff, and visitors
- To process applications for admission and enrolment
- To administer financial transactions
- To comply with legal obligations and protect our rights.

### **3. Disclosure of Personal Information**

We may disclose personal information to third parties in the following circumstances:

- With consent from the individual
- To facilitate educational programs and services
- To comply with legal obligations or respond to lawful requests from government authorities

### **4. Data Security Measures**

While we have reasonable measures in place to keep your personal information secure, we would like to reiterate that data transmission on the Internet could be open to unauthorised access.

### **5. Retention of Personal Information**

We retain personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

### **6. Your Privacy Rights**

Individuals have the right to access, correct, and request the deletion of their personal information held by XIME. To exercise these rights or inquire about our privacy practices, please contact us using the information provided at the end of this Privacy Policy.

### **7. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. Any material changes will be communicated through our website or other appropriate channels. By continuing to use our services after such changes are made, you acknowledge and agree to the updated terms.

### **8. Contact Us**

If you have any questions or concerns regarding this Privacy Policy or our privacy practices, please contact us at:

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