**PRIVACY POLICY**

**INFORMATION THAT WE COLLECT:**

**Contact information**:We collect your name, address, contact number, email address.

**Payment and billing information**: We collect your billing name, billing email address, and payment method when you buy anything on the website.

**Google Form:** Information given by you through a google form in attempt to submit your material for publication in the Journal.

**Information you provide**: We collect the information you post in a public space on our website or on a third-party social media site belonging to www.clauseandclaws.com.

**CONSENT MECHANISM**

We at Clause and Claws take serious care of not publishing or processing your personal data without your consent.

**USE OF YOUR PERSONAL INFORMATION:**

**To contact you**: We might use the information you provide to contact you for confirmation of your registration for publication of any material, its approval, its rejection or resending the article for making changes. We may reach out to you for any promotional purposes (subject to consent).

**To respond to your requests or questions**: We might use your information to answer any of your queries, moreover it can be used for any event, training or course.

**To display on the website**: We may use your information to publish the article on our website, by submitting your article or paper for publication, you are consenting to the same.

**To improve our products and services**: We might use your information to customize your experience with us. This could include displaying content suited to your preferences.

**To look at site trends and customer interests**: We might use your information to make our website more user-friendly.

**For security purposes**: We may use information to protect our company, our customers, or our websites from any illicit activities.

**For marketing purposes**: We might send you information about special promotions or offers. We might also tell you about new features or products. These might be our offers or products (subject to consent).

**For transactional purposes**: We might send you emails or SMS about your account or in case of any purchase. We use information as otherwise permitted by law.

**RIGHTS THAT CAN BE EXERCISED BY YOU:**

Subject to the new Digital Personal Data Protection Act, the user now has following rights:

1. The Right to **Access** the personal data.

2. The Right to **Correct/Erase** the personal data.

3. The Right to **Grievance**.

4. The Right to **Nominate**.

5. The Right to **withdraw Consent**.

You may exercise your rights by e-mailing to [info.clauseandclaws@gmail.com](mailto:info.clauseandclaws@gmail.com).

**SHARING OF YOUR INFORMATION WITH THIRD PARTIES:**

Your information may be shared with an organization or a statutory authority for legal compliance.

**DATA SHARED WITH PROCESSORS**:

Your data that will be displayed on our website will be shared with our web hosting platform, but any further use of your data by the data processor, will be subject to your consent.

**DATA PROTECTION IMPACT ASSESSMENT:**

We at ClauseandClaws, undertake periodic Data Protection Impact Assessments to evaluate the use of your personal data and assess any risks that may to breach of your data.

A DPIA is done in order to safeguard your Data and our website from Data Breaches.

**PROCEDURE DURING DATA BREACH:**

A threefold approach is followed during the time of Data Breach:

1. The Data Breach is **identified**, the **services** of the website will be immediately **halted** to prevent more breach, **professionals indicted** to recover the data lost.

2. Information regarding the Data Breach is provided to the Data Principals as soon as possible after the Data Breach.

3. Data Breach is also notified to the Data Protection Board which is a statutory body framed under the DPDP Act, 2023.

**DATA RETENTION AND DATA DELETION:**

Data Retention- Your data is retained with us for the period during which your article is published on our website. Data that will be retained may be your Name and contact details.

For deletion of your data completely, you may write us on [info.clauseandclaws@gmail.com](mailto:info.clauseandclaws@gmail.com).

**COOKIE POLICY**

To improve the responsiveness of the sites for our users, we may use "cookies", or similar electronic tools to collect information to assign each visitor a unique, random number as a User Identification (User ID) to understand the user's individual interests using the identified Computer. Unless you voluntarily identify yourself (through registration, for example), we will have no way of knowing who you are, even if we assign a cookie to your computer. The only personal information a cookie can contain is information you supply. A cookie can't read data off your hard drive. Our advertisers may also assign their cookies to your browser (if you click on their ads), a process that we do not control.

You can prevent the storage of cookies by choosing a "disable cookies" option in your browser settings. But this can limit the functionality of our services.

**CHILDREN DATA**

If you are under 18 or the age of minority in your jurisdiction, you may only supply us your personal data with the consent of parents/guardians. We will not be liable for any cause of action arising due to this section.

**OPTING-OUT OF MARKETING:**

You can opt out of receiving our marketing messages and emails: To stop receiving our promotional emails, please email at [info.clauseandclaws@gmail.com](mailto:info.clauseandclaws@gmail.com). It may take a reasonable amount of time to process your request of Opting Out of marketing.

**GREIVANCE REDRESSAL:**

Users who have concerns or grievances related to the privacy policy can contact our designated Grievance Officer using the following details:

Grievance Officer: Purav Garg

Email: [puravgarg@clauseandclaws.com](mailto:puravgarg@clauseandclaws.com)

**UPDATION OF POLICY:**

From time to time, we may change our privacy practices. We will notify you of any material changes to this policy as required by law. We will also post an updated copy on our website. Please check our site periodically for updates.

**JURISDICTION:**

If you choose to visit the website, your visit and any dispute over privacy is subject to this Policy and the website's terms of use. In addition to the foregoing, any disputes arising under this Policy shall be governed by the laws of India.