

Privacy policy

The Lady Tata Memorial Trust (LTMT) extends financial assistance by way of Fellowship/Awards/Grants as per the objects of the Trust Deed to for applicants of any nationality subject to the nature of the research.

The Lady Tata Memorial Trust is a public charitable trust registered under the Maharashtra Public Trusts Act, 1950. The Lady Tata Memorial is hereinafter referred to as “**LTMT**”, “**We**”, “**Us**”).

LTMT anchors and operates the websites (<https://ladytatatrust.tatatrusters.org/StaticPageIndia/Home/0>) to showcase the details of various initiatives of LTMT (“**the Website**”).

This document outlines LTMT’s approach towards data protection and privacy vis a vis the website (<https://ladytatatrust.tatatrusters.org/StaticPageIndia/Home/0>) (the “**Privacy Policy**”) in order to fulfil its obligations under applicable data protection laws and rules prescribed thereunder.

By way of this Privacy Policy, we want our users (“**You**,” “**Your**,” and/or “**User**”) to know the nature of personal information collected from the Users and how Your personal information is collected, used, processed, stored, shared, disclosed or transferred by Us.

Please read the Privacy Policy carefully, and by visiting or using the Website, any other linked pages, features, content, and any other content. We offer from time to time in connection with any of the foregoing, You agree to the practices and policies set forth in this Privacy Policy, and You hereby acknowledge and expressly consent to our collection, use, processing, storing, disclosure and/ or transfer of Your information as described hereunder.

In this Privacy Policy, We set out the types of information that we may collect, the purpose of collection of the information, how We collect, use, disclose, transfer, and store Your information, so that you can make an informed decision in relation to the sharing of Your personal information with us. By using Our Website, or by giving us your personal data/information when registering with Us or filling in form available on the Website. You accept the collection and processing of Your personal data as described in this Privacy Policy. If You do not agree with the terms of this Privacy Policy, You may choose not to provide Us Your personal data/information but may continue to navigate our Website in a limited manner.

Please note that this Privacy Policy does not apply to websites maintained and/or operated by other companies and/ or provide a link of the same on our Website, and We are not responsible for any personal information You submit to third parties via their website. Please ensure that You read the privacy policy of such third parties before submitting Your details.

1. Information Collected:

1.1 We gather various types of personal information from our Users, as explained below. We may use this information, among other things, to personalize and improve our Website, updates on our work, send e-invite to events (online/offline), provide for access to information relating to initiatives, analyse how Users utilize our Website or as otherwise specifically set forth in this Privacy Policy. We will take reasonable steps to accurately record the personal information that You provide to Us and any subsequent updates. We may share, disclose and/ or transfer certain types of information collected with other LTMT and/ or third parties. We collect the following types of personal information:

1.1.1 *Information provided by You:* We shall receive, store, and process the personal information You knowingly and willingly provide to Us. We may collect information such as Name, educational details, professional details, email ID, Country, State, City, Occupation, etc., from Users who are visitors on the Website, interested in navigating the Website and other knowledge assets from the Website. In our User registration form available on the Website, we indicate which fields are mandatory and others which are optional. You always have the option to not provide information however, by choosing the option of not providing information for some fields, You may not be able to register on our Website and/or obtain access to the respective activity/function for which the said form was required to be filled. We may use the personal information shared with us, to send You communication such as event invites, etc. for LTMT that promotes the initiatives/related initiatives and information.

1.1.2 *Information and technical data collected automatically:* When You visit the Website, our web server may automatically record details about Your visit, such as Your IP address, location, internet service provider, network carrier (in case of access from a cellular device), portal usage details, pages viewed, duration of Your visit, URL, cookies etc.

1.2 You acknowledge and agree that if You provide any information that is untrue, inaccurate, not current or incomplete (or becomes untrue, inaccurate, not current or incomplete over a period of time), or We have reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, we may not be able to provide You with continued access to our Website. Your information collected and access to our Website is subject to other terms mentioned on our Website, and you are advised to read the same carefully in conjunction with this Privacy Policy.

2. Cookie Policy

2.1 We or our third party service providers may use cookies to collect and store information with respect to Your use of Our Website. This information is collected automatically when You navigate Our Website. A cookie is a small text file that is stored on Your computer that enables Us to recognize You, (for example, as a registered User, projects viewed previously, your content preferences etc.) when You visited Our portal, store Your preferences and settings, enhance Your experience by delivering content and advertising specific to Your interests, perform research and analytics, track Your use of Our Website, and assist with security and administrative functions as well as monitor your navigation and search patterns on Our Website.

2.2 Users have the option to accept or disable cookies at any time through their browsers however this may affect the functioning of our Website in their browsers.

3. Purpose of collecting your information:

3.1 We collect your information to operate, provide, and improve the initiatives available on our Website and provide functionality, analyse performance, fix errors, and improve the usability, effectiveness, reach and content of Our Website. We may collect Your information for analysis by technology tools such as Google Analytics for the purpose of providing you better outreach to our initiatives, updates and communication.

3.2 We may make use of automatically collected technical data in a combined format in order to understand how our Website is being used. We may share some of this with advertisers, sponsors, and other third-party vendors in order to help grow our Website and initiatives.

3.3 We may use Your information to send you confirmations, updates, and otherwise facilitate Your use of, and our administration and operation of, our services; for any other purpose that is communicated to you when we collect the information;

3.4 We may use Your information to analyse the Website usage, improve content and accessibility, and customize Our Websites' content, layout, and services and improve it to meet Your needs and to provide You with a smooth, efficient, safe and customized experience while using Our Website.

3.5 We may use Your information to communicate with You in relation to Your access, usage of the Website via different channels (e.g., by phone, email, etc).

4. Disclosure and/ or transfer of your information with third parties:

We will not share the personal data we have collected from You, except as described below:

4.1 We may share and/ or transfer your personal information for the purpose disclosed to with other allied trusts , data analytics providers service providers etc.

4.2 We may disclose Your information to external law enforcement or regulatory authorities and / or government agencies, as applicable.

4.3 The disclosure of Your personal information may be required in certain instances to provide You access to our Website, to comply with our legal obligations, to facilitate our marketing and advertising activities, or to prevent, detect, mitigate, and investigate any fraudulent or illegal activities. In the foregoing circumstances We shall not be under any obligation to intimate or notify you, or to obtain Your consent, for such disclosure, sharing or transfer of your personal information.

4.4 We may disclose Your information if required to do so by law or in good faith belief that such disclosure is reasonably necessary to respond to summons, court orders, or other legal process, law enforcement authorities, Government Authorities, courts,

dispute resolution bodies, our regulators, auditors and any party appointed or requested by our regulators to carry out investigations or audits of our activities. We may also disclose Your personal information to respond to claims that an advertisement, posting or other content violates the rights of a third party, or protect the rights, property or personal safety of Our Users or the general public. In the foregoing circumstances we shall not be under any obligation to intimate or notify you, or to obtain your consent, for such disclosure, sharing or transfer of your personal information.

4.5 We may share your information with outside service providers that We use for a variety of purposes, such as to send you emails, push notifications on our behalf. We may share Your information on a need-to-know basis with these third-party agencies only to enable them to perform their services.

4.6 If we share and/ or transfer your personal data to third parties for purposes stated in this Privacy Policy, we will use best endeavours to put in place appropriate controls and safeguards to ensure that your personal information is adequately protected and processed only for specified and reasonable purposes in a manner that is fair, transparent and has a lawful basis, and is stored for no longer than is necessary.

5. Explicit consent for collection:

5.1 You explicitly consent to providing and processing (inducing necessary disclosure and/ or transfer) of Your personal information, as described in this Privacy Policy once You register with the Website, and /or raise enquiry and/or express interest by filling form available on the Websites.

6. Your rights as information providers

6.1 You can always elect not to disclose information to Us. However, please keep in mind that we may need some information to allow You to register with us or for You to take advantage of some or all of the features offered on Our Website, and if You choose not to provide that information, Your ability to use our Website and services may be limited.

6.2 You have a right to check whether and what kind of personal data we hold about you and to request copies of such data, provided your request is not manifestly unfounded or excessive.

6.3 You have a right to seek correction, completion, updation, or erasure of your personal information provided that you shall furnish only such information as is verifiably authentic, while exercising the right to correction; We may be required to keep your personal data due to statutory retention requirements despite your request for erasure.

6.4. You have a right to request for deactivation of your account, and post such deactivation, Your personal information shall not be collected, processed or disclosed or transferred to a third party. However, Your personal information collected by us till the deactivation of your account as the case may be, shall be maintained by us till

such time it is necessary to achieve the purpose for which it originally collected or for such period of time as prescribed by or under applicable law.

6.5 You have the right to withdraw your consent previously given for the collection, use or processing of all and/or any part of the information collected by Us, however, please note that this may disrupt Your user experience on Our Website. We shall discontinue processing Your information once we receive a request from you as per contact details mentioned below, however, We have a right to retain and will not be held liable for processing any information that we collected prior to the said withdrawal request.

6.6. You have the right to file complaints / grievances to the Grievance Officer assigned as per contact details mentioned below, in relation to the processing of personal information for the purpose it was collected ;

6.7 You have the right to lodge a complaint with the competent authority under the applicable laws, should there be any non-redressal of your grievance(s) by the Trust.

6.8 You have the right to nominate any individual who shall in the event of death or physical or mental incapacity exercise your rights in accordance with applicable data protection laws.

Please note that applicable law might require that we cannot comply with every requests mentioned above.

7. Data Security

7.1 We take reasonable steps to ensure that appropriate physical, access control, technical and managerial safeguards are put in place to protect Your information from unauthorized access, alteration, transmission, and/or deletion. Our data collection, handling and processing practices are continually reviewed to ensure compliance with the applicable data protection and privacy laws and regulations in India.

7.2 We agree that We will not sell or rent Your information to third parties for their marketing purposes. From time to time, We may reveal general statistical information about our Website and visitors, such as number of visitors, most popular initiative/event on the Website, etc. Only those of our employees and / or third party partner's employees, who need access to Your information in order to perform their duties as mentioned in the purpose section of this Privacy Policy, are allowed such access.

7.3 We assume no liability or responsibility for disclosure of Your information due to errors in transmission, unauthorized third-party access, or other causes beyond Our control.

8. Retention of Data

8.1 We will retain Your information and any data only for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by Indian law.

9. Governing Law

9.1 The terms of this Privacy Policy shall be governed and construed in accordance with the laws of India. Any dispute regarding or arising out of this Privacy Policy shall be subject to the exclusive jurisdiction of the courts in Mumbai, Maharashtra, India.

10. Changes to the Privacy Notice

We reserve the right to change this Privacy Notice at our sole discretion. Any material changes to the Privacy Notice will be posted on this page. We encourage you to review this Privacy Notice regularly for such changes. The updated Privacy Notice will take effect as soon as it has been updated.

11. Grievance Officer

11For the purpose of grievance redressal or in the event you have any questions regarding our privacy practices or this Privacy Policy, the name and contact details of our Grievance Officer are provided below:

Name: Mrs. R.F. Savaksha

Postal Address: Mulla House, Fort, Mumbai – 400 001

+91 – 22 – 6665 7697.

Email: rdhanrao@tatatrusters.org