# **Privacy Policy**

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**IPS e Services Private Limited (IPS)** is sensitive to privacy issues of enrolees of Aadhaar Enrolments. It is, therefore, important for you to know how personal information we receive from you is treated.

**IPS** respects your privacy and recognizes the need to protect the personally identifiable information i.e. any information by which you can be identified, such as, name, address, telephone number, etc.) ("Personal Information") you share with us. We would like to assure you that we follow appropriate standards when it comes to protecting your privacy.

## Personal Information we may collect and process

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We would like to assure you that the Personal Information provided by you to us is usually used by us only as far as it is necessary for purposes of enrolling you into the Aadhaar database. We may collect the following Personal Information from you in<u>pursuance</u> of providing you with the necessary services relating to Aadhaar and/or other services:

- 1. Name and Gender
- 2. Mobile Number
- 3. Address
- 4. Email address
- 5. Biometric data
- 6. Address Proof
- 7. Identity Proof
- 8. Date of Birth Proof
- 9. Proof of Relationship

# Data recipients, transfer, and disclosure of Personal Information

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We do not sell, trade, or otherwise transfer your Personal Information to outside parties. This does not include trusted third parties who assist us in conducting our business, or servicing you, so long as those parties agree to keep this information confidential. However, your biometric information is not stored or processed by us at any point of time in any manner whatsoever except for the limited purpose of securely transmitting the same to the UIDAI database with permission from the UIDAIunder sanction of law.

We may also release, use or disclose your Personal Information when we believe such release of information is necessary to comply with any applicable law, regulation, legal process or enforceable statutory requirement, to enforce our site policies, to protect ours or others rights, property or safety as required or permitted by law, or when we have reason to believe that disclosing the information is necessary to identify, contact or bring legal action against someone who may be causing interference with our rights or properties, whether intentionally or otherwise, or when anyone else could be harmed by such activities. In addition, **IPS** or substantially all of its assets are acquired, our customer information will most likely also be transferred in connection with such acquisition.

### Use of Personal Information

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At times we conduct on-line surveys to better understand the needs and profile of our visitors. When we conduct a survey, we will try (but are not obligated) to let you know how we will use the information at the time we collect information from you.

You recognize and understand that any and all Personal Information provided by you to us is with your full consent, own volition and desire to provide such Personal Information oras required by law.

## Data security

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We take appropriate steps to protect the information you share with us. We have implemented technology and security features and strict policy guidelines to safeguard the privacy of your Personal Information from unauthorized access and improper use or disclosure. Please contact us to obtain names and addresses of the specific entities that shall have access to your Personal Information in a given transaction.

We will continue to enhance its security procedures as new technology becomes available, and ensures that its security procedures are compliant with current applicable regulations.

## Changes to this Policy

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If our Privacy Policy changes in the future, it will be posted here and a new effective date will be shown. You should go through our Privacy Policy regularly to ensure you understand our current policies. Of course, you may always submit concerns / grievances regarding our Privacy Policy or our privacy practices to the designated Grievance Officer at contact@ipsindia.co.in