

## **Privacy Policy**

In the course of registering for and availing various services we provide from time to time through our website [www.sevalayanilgiris.org](http://www.sevalayanilgiris.org) you may be required to give your name, residence address, workplace address, email address, date of birth, educational qualifications and similar Personal Information ("Personal Information"). The Personal Information is used for three general purposes: to customise the content you see, to fulfil your requests for certain services, and to contact you about our services. Unless otherwise stated explicitly, this Policy applies to Personal Information as disclosed on any of the Media. We are committed to protecting the privacy and confidentiality of all Personal Information that you may share as a user of the site. In furtherance thereof, we have this policy to demonstrate our good faith. This policy does not apply to the practices of organisations that we do not own or to people that we do not employ or manage. Personal Information will be kept confidential and will be used for our causes, analysis, marketing, fundraising and strategic client analysis objectives and other internal business purposes only. We do not share, sell or rent Personal Information, your Personal Information shall be shared with our subscribers/advertisers and you shall be deemed to have given consent to the same. We will share Personal Information only under one or more of the following circumstances: If we have your consent or deemed consent to do so - If we are compelled by law (including court orders) to do so. In furtherance of the confidentiality with which we treat Personal Information we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. You acknowledge that you are disclosing Personal Information voluntarily. Prior to the completion of any registration process on our website or prior to availing of any services offered on our website if you wish not to disclose any Personal Information you may refrain from doing so; however, if you don't provide information that is requested it is possible that the registration process would be incomplete and/or you would not be able to avail the services. If you are our corporate customer or donor, it is possible that we have entered into a contract with you for non-disclosure of confidential information. This Policy shall not affect such a contract in any manner. If you have questions or concerns about these privacy policies; please email us at [generalsecretary@sevalayanilgiris.org](mailto:generalsecretary@sevalayanilgiris.org)

## **Donation Refund Policy**

Sevalaya Nilgiris has a donation refund policy to ensure fair and transparent processing of requests for refund of donations as digital payments are becoming more frequent. It is expected that the donors will exercise due care and diligence while making donations. Sevalaya Nilgiris also recognises the possibility of donors making donations erroneously. In such cases, upon receiving a request for refund, Sevalaya Nilgiris will examine the request for refund of donation and endeavour to make the refund. Sevalaya Nilgiris may also seek proper explanation and reason from the user. Also, it will require further verification of the user and need documents of proof as well, for making a refund. Sevalaya Nilgiris is not obliged to make refunds and may, in its discretion, decline any requests for refund of donations, particularly if a tax exemption certificate has been issued.

## **Terms & Conditions**

By using the Sevalaya Nilgiris website the visitors are presumed to accept the terms and conditions. They are effective from their first visit. Sevalaya Nilgiris may make changes to the terms and conditions from time to time; The use of the website indicates the visitor's acceptance of the terms and conditions at the time of use. Sevalaya Nilgiris reserves the right to change the content of the website at any time. Sevalaya Nilgiris makes every attempt to ensure that the content of this website is accurate and legally correct at the time of appearance. In case the visitor believes that the content of any of the pages is inaccurate please contact Sevalaya Nilgiris at [admin@sevalayanilgiris.org](mailto:admin@sevalayanilgiris.org). Sevalaya Nilgiris accepts no liability for loss or damage, including personal injury, resulting from use of this website, while making all reasonable efforts to make sure malware or viruses is not transmitted from this website. However, this cannot be guaranteed. It is recommended that the visitors take necessary precautions to safeguard their IT equipment before downloading information and files. Sevalaya Nilgiris will not accept liability for damage caused by viruses. Sevalaya Nilgiris website provides links to other websites. This does not mean that Sevalaya Nilgiris approves of or endorses the views and information contained in those websites. Sevalaya Nilgiris accepts no liability for damage caused by malware or viruses on websites that are linked to Sevalaya Nilgiris website. Please note that Sevalaya Nilgiris' permission is required for anybody to use the organisation's logos or other branded material. Sevalaya Nilgiris reserves the right to require its logo to be removed from websites or printed material if it is not in its interests. All the downloadable documents, brochures and web pages in Sevalaya Nilgiris website are provided for the visitor's use. The visitor may copy or print the information for private purposes, including teaching. The visitor may not amend the content or use it for commercial purposes without the written consent from Sevalaya Nilgiris. Images and photos used on this website are the property of Sevalaya Nilgiris. They may not be reproduced or used without Sevalaya Nilgiris' written consent. If there is any conflict between these terms and conditions and rules or specific terms of use relating to specific material then the latter shall prevail.