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- Your address, telephone number, and email address;
- A statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
- A statement by you, made under penalty of perjury, that the above information in your Notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

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## INTRODUCTION

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This Privacy Policy covers all the information shared by the user on the website [DOMAIN NAME] ("Website"). We shall keep your information safe and private as per the terms of this privacy policy.

### **1.Collection of Information:**

In order to participate for the TWINE, the user must first register himself on the website with his personal details such as name, address, e-mail address, date of birth, nationality, occupation and such other details as required by the registration form. TWINE may also request and collect other information from the user from time to time.

- The Website stores such information in cookies and log files to generate a profile and the user shall be given a unique identification number. This is done so as to enable us to keep track of the user preferences and improve our services in order to meet user specific needs. TWINE automatically tracks information related to use of the services by the user on the Website. This information may include, among other things, URL tracking information, browser used by the user, the user's IP address, pages and ads viewed by the user and selections or other actions taken by the user while using the Website. TWINE may track usage through cookies.
- Third party advertisers that we work or may work with in future may also place cookies on browsers the user. TWINE shall not, in any manner, be liable for such third-party advertisements. TWINE may also collect information about the user's details. For example, TWINE may collect, among other things, information such as what books the user likes or dislikes, the user's preferences on the Website and its content. TWINE may save information sent through or posted on the Website. TWINE may collect correspondence, such as emails or letters, sent to TWINE. TWINE may collect the user's responses to online polls, ads, surveys, electronic newsletters and questionnaires.
- In addition to the users referred to above, the Website may also collect information from a user at various stages beginning with the first access of the Website. User may be requested personal information and unique identifiers such as credit card number, depending on the module/section of the Website the user wishes to access. TWINE Website will not store any user credit/debit/bank details in personal databases.
- TWINE shall be the sole owner of the information so collected.

### **2. Use of information:**

The Website shall use the information to analyze the same to provide such services requested by the user. The profile/general information given by users shall be used to keep track of viewing preferences of the user.

1. **Cookie:** A cookie (also tracking cookie, browser cookie, and HTTP cookie) is a small piece of text stored on a user's computer by a web browser, which can be used for authentication, session tracking (state maintenance), storing site preferences, shopping cart contents, the identifier for a server-based session, or anything else that can be accomplished through storing textual data. These cookies may be used by us for tracking of user preferences, personalization of services provided etc. There may be various advertisements on our website, viewing which may result in third party cookies being set in user's computer. We shall not be responsible for such cookies.
2. **Log files:** These include IP addresses, Internet Service Provider, number of clicks etc. which are not linked to user's personal information, but are used to track user's movement on the internet and gather broad demographic information of the aggregate use.
3. **Subscription:** Once the user makes any purchase on the Website, subscribes to any module or registers for any service on this website, he may receive e-mails relating to such services. The mails will be relating to generation of a new password, status of user's profile or such other information that may be requested by the user.
4. **Notices:** From time to time, the Website may be required to send certain service-based notices/announcements. Also, in case the Website was to be acquired or if services were to be temporarily suspended, we may send a mail to user's registered e-mail account. These communications are only in pursuance of our services and are not to be deemed promotional in nature.
5. **Sharing:** User's registered profile shall not be shared with any third parties without user's prior written consent. All information shall be kept private and confidential unless the user wishes to make it public or if such information is required to be disclosed pursuant to a government or court order.
6. **Verification:** We may use user's information, including the unique identifiers and credit card number provided by user to verify user credentials before we establish a relationship with such user. Otherwise than as stated above, we shall not use information provided by user without user's prior consent.

### **3. Change of User Information:**

The user is given the option to change any information provided by him. User may at any time discontinue our services by de activating your profile.

### **4. Protection of user information:**

We have the following security procedures and software in place to ensure that your personal information is kept confidential:

1. All user information is restricted to our server and accessible by persons authorized to do so in order to provide services to user.
2. All persons accessing user information shall do so through a password protected account and any breach of confidentiality obligations by members of TWINE shall be strictly penalized.
3. Servers that store your information are kept in a safe and proper place.

**TWINE may disclose the personally identifiable information only in the following circumstances:**

- o Express authorisation of the user to do so,
- o The provision of the requested service demands so,
- o Requirements to comply with the governing law, and/or
- o Opportunity to add value to the user.

However, TWINE may share aggregated statistical information about the use of the Web site with partners and associates of TWINE for the purpose of research and analysis. Even in these cases, TWINE will strive to protect the individual users' personally identifiable information.

TWINE may be required to disclose the user's personally identifiable information when the law requires it, or in response to any demand by law enforcement authorities in connection with a criminal investigation, or civil or administrative authorities in connection with a pending civil case or administrative investigation.

**4. Disclaimer:**

- We shall not be liable for any damage caused to user by a third-party cookie being set on user's computer. Except for such notices and announcements made by us, we disclaim any liability towards any third-party advertisement/cookie. We have taken all reasonable and prudent care to ensure that user information is kept confidential and we shall not be liable for loss of information by means which cannot be reasonably foreseen. All advices provided by us are only suggestive and it is user's sole discretion to rely on it.
- By using the Website, it is agreed by user that he has read and understood the terms of this privacy policy and other terms and conditions of use of the Website.
- The User is advised to employ frequent virus scans for extra security, as TWINE shall not liable for any virus picked up at the time of transmission.
- This privacy policy may be amended from time to time, which shall be notified to user.