



Privacy Policy

Netscribes knows that you care how information about you is used and shared, and we appreciate your trust that we will do so carefully and sensibly. This notice describes our privacy policy. By visiting Netscribes (India) Pvt Ltd, you are accepting the practices described in this Privacy Notice.

1. What Information do we gather?

We collect and store only a very limited amount of data and personal information necessary to process your account, and to operate and improve Netscribes services. You can be assured that your information is protected. Your individual and personal data will not be distributed except as stated herein:

We will retain information you may have requested us to remove if, in our discretion, retention of the information is necessary to resolve disputes, troubleshoot problems, or to enforce the Terms of Services agreement. Furthermore, your information is never completely removed from our databases due to technical and legal constraints. For example, we will not remove your information from our back-up storage systems.

Here are the types of information that we gather:

- **Email**
We may collect and store your e-mail address when you provide it to us at the time of registration. The email address is used as a unique username so that we may easily identify you in our records and you may be uniquely identified online by other users.
- **Name**
We collect and store your name when you provide it to us at the time of registration. The name is required so that we may identify you properly and respectfully.
- **Postal Address**
We collect and store the shipping/postal address at the time of ordering products from Netscribes. The addresses are used to ship the orders (in case of postal delivery) at the correct location and also to store them in the users address book for future convenience. The postal address can also be used for billing purposes.
- **Phone Number**
We may collect the phone number at the time of registration and will only use it in the rare emergency that we need to contact you by phone, such as a billing question when processing your order, or if we suspect that someone may be using your account fraudulently. These calls will not be made to sell you anything. We may collect your mobile phone number and to enable services for your mobile device.
- **Password**
We collect and store your password at the time of registration so that you may access your account securely.
- **Feedback**

We may collect your feedback, suggestions, and information that you give to us, including information about your preferences.

2. How do we use the information we collect about you?

The information we collect about you is used for the following purposes:

Improve and enhance our content and product offerings, marketing and promotional efforts.

Provide the services you've requested

Respond to your inquiries, resolve disputes, troubleshoot problems, and enforce our Terms of Services agreement.

Analyze the site usage and customize our website's content, layout, and services

Auditing, research and analysis to operate and improve Netscribes technologies and services

Password

We recommend you to keep your password confidential and secure at all times. As per Netscribes Terms of Service agreement, you acknowledge and agree that you are entirely responsible for maintaining the confidentiality of your password and account. Furthermore, you acknowledge and agree that you are entirely responsible for any and all activities that occur under your account.

We strongly recommend that you change your password regularly. There will be no communication by Netscribes over the phone confirming/asking for your password. Please do not give any information, if you are ever contacted by someone claiming to be an employee of Netscribes, asking for your personal billing information or password. Report the incident to us with as much detail as possible, and we will investigate.

Credit Card Information

We do not store any credit card information of the subscriber. When a subscriber does any transaction with Netscribes, he/she is redirected to the Third-party website where he is required to fill in his credit card details. After the transaction is completed with the third-party website, he will get a confirmation page showing the status of the transaction. Netscribes does not have any control of the information on those websites and does not take any responsibility for the misuse of the credit card information provided by the subscriber to the third party.

Automatic Information

We receive and store certain types of information whenever you interact with us. For example, like many web sites, we use "cookies," and we obtain certain types of information when your Web browser accesses Netscribes Site.

About Cookies

Cookies are alphanumeric identifiers that we transfer to your computer's hard drive through your Web browser to enable our systems to recognize your browser and to provide certain features.

The "help" portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. However, cookies allow you to take full advantage of some of the Site's best and updated features, and we recommend that you leave them turned on.

3. How do we ensure your security?

Password-Protection

When you create your Netscribes account, you choose a private password for yourself. Be sure to keep your password confidential, safe, and secure. If someone knows your password, they have access to your account and your personal information, and you are responsible for their activities. If you feel that your password is no longer private and confidential, be sure to change it, or send a message to Netscribes requesting your password be changed. If you feel that an unauthorized person has accessed your account, contact Netscribes immediately. To ensure that you have properly logged out of your account, be sure to close your browser, especially on public computers, such as those found in libraries, schools and cyber-cafes.

Data Security

Netscribes uses latest, up-to-date electronic and physical security measures to protect the loss, misuse, and alteration of the data under our control. Your personal and confidential information resides in a database on a server that is not directly accessible from the Internet. Our servers are heavily guarded, located behind multiple hardware and software firewalls. Backups of your data are conducted daily. Access to your personal information is password protected and limited to staff members who are authorized to use your personal information for business and administrative purposes. Netscribes is always investigating new techniques to ensure strong data protection.

Law Enforcement

Netscribes will not rent, share, sell, or otherwise disclose your personal data to any third party, except for law enforcement purposes, as stated in the Netscribes Terms of Service agreement.

Netscribes may disclose information about its users to law enforcement officers or others, in the good faith belief that such disclosure is reasonably necessary to:

- Respond to subpoenas, court orders, judicial proceedings, or other legal processes

- Enforce our Terms of Services agreement

- Respond to claims that any document, text, or other material violates the rights of third-parties

- Or protect the rights, property, or personal safety of Netscribes, its users, or the general public. No one from Netscribes will ever call you and ask for your password.

4. How can you correct inaccuracies in the information?

You can help Netscribes maintain the accuracy of your personal information by:

- Notifying us when you change your name, address, phone number, e-mail address, or your newsletter preferences

- Update your information from the My Account page

- Contacting us at any time via our Contact Us page

5. How do we handle Changes to this Policy?

Notification - As the Netscribes website continues to develop, we will add new features, and we may change the type of information we collect or the method by which the information is collected. We will not, however, send any separate communication or notification to this effect. The updated privacy policy can be accessed at any time by visiting the Privacy Policy page on Netscribes website.

Policy Differences - If we update our privacy policy, any information you have provided us before the policy change will be used in accordance with the privacy policy in effect when your information was collected. If we are going to use your personal information in a manner different from that stated at the time of collection, we will notify you via e-mail. You will have a choice as to whether or not we can use your information in this different manner. If you no longer have an active or valid account, then you will not be contacted, and your personal information not be used. If we make any material changes in our privacy policy that do not affect your personal information already stored in our database, we will post notification on our website.

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