

SEI EDUCATIONAL TRUST

PRIVACY POLICY

SEI Educational Trust, provides various educational training in the field of Maritime, offerings through online/virtual training or class room training. In this Privacy Policy, references to "we" or "us" mean SEI, "you" mean any Student/Customer submitting any data to us or the Site. If you have any comments or suggestions, we would be pleased to receive them by email: fbid.seiedustrust@gmail.com for Faridabad Campus, kol.seiedustrust@gmail.com for Kolkata Campus.

Data protection is a matter of trust and your privacy is important to us. We shall therefore only use your name and other information which relates to you in the manner set out in this Privacy Policy. We will only collect information where it is necessary for your course training purpose as per course guide lines. You can visit the Site and browse without having to provide personal details. But that may affect the quality of desired result of your service usage. During your visit to the Site without logging-in, you remain anonymous and at no time can we identify you unless you have an account on the Site and can log on with your user name and password

Data that we collect

When You sign-up to avail the Service(s) or stream Content(s) through our website www.seiedustrust.com, we receive and store information about You such as Your name, address, email address, phone number, INDoS No, Passport, CDC and COC No. Payment Gateway(s) information (e.g. Payment Gateway used by You during course fees payment we may collect your personal information, contact details, payment details, payment card details or bank account details . We need this information in order to allow you to go ahead with placing your request and use our offering. We may use that data to process payment as well as for further services.

Where students/customers are required to divulge any personal information on the site, SEI shall take reasonable steps to maintain the confidentiality of such information. However, SEI does not assume any liability in case of any direct or indirect loss, injury, claim, liability or damages of any kind whatsoever arising on account of divulgence of such personal information by the customer/student. Information that will typically be shared will be related to login id and related information thereto.

We may pass your name and other details on to a third party in order to provide our offerings, in case if it is required to execute the service delivery in efficient manner, or for collection of payments on our behalf.

We may also use your data in order to manage the Site, collect payment from you, enable you to subsequently use parts of the Site, detect any fraud or Site abuses, send you information relevant to the Site or our offerings, and in case we have any queries. You must only submit to us or the Site information which is accurate and not misleading and you must keep it up to date and inform us of changes.

We undertake to treat the personal access data confidentially and not make it available to unauthorized third parties. We cannot assume any liability for misuse of passwords.

SEI does not and will not, at any time, request your sensitive personal data or information (password, financial information such as bank account details, or credit card, or debit card, or other payment instrument details).

We shall not share any of your personal information with third parties without your explicit consent. We do not sell or rent your personal information to third parties for their marketing purposes without your explicit consent and we only use your information as described in the Privacy Policy.

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We view protection of your privacy as a very important community principle. We store and process Your Information on computers located any part of the World that are protected by physical as well as technological security devices. We may use third party software/ portal to verify and certify details. If you object to your Information being transferred or used in this way please do not use the site. Under no circumstances do we rent, trade or share your personal information that we have collected with any other company for their commercial purposes without your consent.

We reserve the right to communicate your personal information to any third party that makes a legally-compliant request for its disclosure.

Payment Gateway and Jurisdiction

Payments that you make through the Site will be processed by a third party payment gateway and our organization SEI Educational Trust, a Trust registered in India. We use standard and authorized payment gateway services. All disputes would be handled by Arbitration proceedings as decided by SEI and will be subject to jurisdiction of Kolkata (West Bengal) (for Kolkata Campus) and Faridabad (Haryana) for Faridabad Campus, India only.

Uses of information

We may use Information about You to communicate with you, such as:

- (i) Send updates about new Content(s) uploaded on SEI Platform(s);
- (ii) Details about new features of SEI Platform(s);
- (iii) We may use your personal information for learning analysis. Your details are anonymous and will only be used for statistical purposes related to our offerings. Any answers to feedback or opinion polls we may ask you to complete could be forwarded on to third parties. We may also send you other information about us, the Site, our other websites, promotions, our newsletters, anything relating to other companies in our group.
- (iv) These communications may be through various methods, including but not limited to email, push notifications, phone calls, text messaging, WhatsApp messages.

Third Parties and Links

We may pass your details to other companies in our group of our uses of your data set out in our Privacy Policy. For example, we may use third parties to assist us with service delivery to you, to help us to collect payments from you, to analyse data and to provide us with marketing or customer service assistance.

We may exchange information with third parties for the purposes of fraud protection and credit risk reduction. We may transfer our databases containing your personal information if we sell our business or part of it. Other than as set out in this Privacy Policy, we shall not sell or disclose your personal data to third parties without obtaining your prior consent unless this is necessary for the purposes set out in this Privacy Policy or unless we are required to do so by law.

The Site may contain advertising of third parties and links to other sites or frames of other sites. Please be aware that we are not responsible for the privacy practices or content of those third parties or other sites, nor for any third party to whom we transfer your data in accordance with our Privacy Policy.

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Cookies

The acceptance of cookies is not a requirement for visiting the Site. However we would like to point out that the some functionality on the Site is only possible with the activation of cookies. Cookies are tiny text files which identify your computer to our server as a unique user when you visit certain pages on the Site and they are stored by your Internet browser on your computer's hard drive. Cookies can be used to recognize your Internet Protocol address, saving you time while you are on, or want to enter, the Site.

We only use cookies for your convenience in using the Site (for example to remember who you are when you want to amend your shopping cart without having to re-enter your email address) and not for obtaining or using any other information about you (for example targeted advertising).

Your browser can be set to not accept cookies, but this would restrict your use of the Site. Please accept our assurance that our use of cookies are free from viruses. SEI, on its own discretion, use technology from Google Analytics through which data is collected and stored for marketing and optimization purposes and data use profiles are prepared under a pseudonym. Cookies may be used for this. The cookies enable recognition of the Internet browser.

The data collected with these technologies is not used, without separate authorization by the person concerned, to personally identify the visitors to this website and is not collated with personal data on the pseudonym holder. The permission for data recording and storage may at any time be cancelled with on-going effect

Data Retention:

We retain your information(s) (including personal information or sensitive personal data only for as long as we believe it to be reasonably necessary for purposes set out herein for which the information was collected, subject to any legal requirements for the data to be retained for longer periods of time. We take reasonable measures to destroy or de-identify personal information in a secure manner when it is no longer required.

Security

We have in place appropriate technical and security measures to prevent unauthorised or unlawful access to or accidental loss of or destruction or damage to your information. When we collect data through the Site, we collect your personal details on a secure third party server. You are strongly recommended not to send full credit or debit card details in unencrypted electronic communications with us.

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of your information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you. You are responsible for protecting against unauthorised access to your password and to your computer.

Consent

By submitting data to us or using the Site, you consent to our use of your data in the manner set out in this Privacy Policy.

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Changes to our Privacy Policy:

SEI Educational Trust, reserves the entire right to modify/amend/remove this privacy statement anytime and without any reason. Nothing contained herein creates or is intended to create a contract/agreement between SEI Educational Trust, and any customer/ student.

Contact Us:

This Privacy Policy applies to all fee payments listed by SEI Educational Trust. Sometimes, we may post fee specific privacy notices or Help Centre materials to explain the fee structure in more detail and visit our website: www.seiedustrust.com.

If you have any questions about this Privacy Policy, please feel free to contact us through our website or write to us at fd.seiedustrust@gmail.com for Faridabad Campus, kol.seiedustrust@gmail.com for Kolkata Campus.