

## Privacy Policy

This privacy policy applies to your use of the G&CC Management Services Pvt Ltd and Gupta and Company website located at [guptaconsultants.com](http://guptaconsultants.com), (hereafter known as G&CC ), and G&CC applications [complyvendor.com](http://complyvendor.com), [saralcomply.com](http://saralcomply.com), but does not apply to any third party sites that may be linked to them, or any relationships you may have with the businesses listed on G&CC website/application.

The terms "**we**", "**us**", and "**VCM**" refer to [complyvendor.com](http://complyvendor.com), and the terms "**you**" and "**your**" refer to you, as a user of [complyvendor.com](http://complyvendor.com). The term "**personal information**" means information that you provide to us which personally identifies you to be contacted or identified, such as your name, phone number, email address, and any other data that is tied to such information and such records which are the uploaded as per agreed scope of work .

**By using VCM, you agree to be bound by terms of this privacy policy. If you do not agree with these terms, do not use VCM.**

### 1. Information we collect and use it by us

1.1 We ensure that the collection of personal information is limited to that which is necessary to fulfil the purposes identified below. If we use your information in a manner different than the purpose for which it is collected, then we will ask you for your consent prior to such use.

1.2 VCM is only for monitor vendor compliance in accordance to the client which take this services from us and the vendor of such client have upload their employees records on behalf or request of their client. We did not ask such information which is not part of this services.

### 2. Account information

2.1 If you have shared the details to create an account to take advantage of the full range of services offered on VCM, we ask for and record personal information such as your name, email address and mobile number. We use your email address to send you updates, news, and newsletters. VCM assures that this information will not be made public or sold to any third party which is not in connection of this services.

### 3. Feedback/Complaint

3.1 If you contact us to provide feedback, register a complaint, or ask a question, we will record any personal information and other content that you provide in your communication so that we can effectively respond to your communication or can raise "query ticket" in VCM with self login.

### 4. Activity

4.1 We record information relating to your use of VCM, such as the searches you undertake, the pages you view, your browser type, IP address, location, requested URL, referring URL, and timestamp information. We use this type of information to administer VCM and provide the highest possible level of security and service to you. We also use this information in the aggregate to perform statistical analyses of user behavior and characteristics in order to measure interest in and use of the various areas of VCM. However, You cannot be identified from this aggregate information.

### 5. Cookies

5.1 We send cookies to your computer in order to uniquely identify your browser and improve the quality of our service. The term "cookies" refers to small pieces of information that a website sends to your computer's hard drive while you are viewing the site. We may use both session cookies (which expire once you close your browser) and persistent cookies (which stay on your computer until you delete them). Persistent cookies can be removed by following your browser help file directions. If you choose to disable cookies, some areas of VCM may not work properly or at all. VCM uses third party tools, who may collect anonymous information about your visits to VCM using cookies, and interaction with VCM e products and services. Such third parties may also use information about your visits to VCM products and services and other web sites to target advertisements for VCM's products and services. No Personally identifiable information is collected or used in this process. These third parties do not know or have access to the name, phone number, address, email address, or any personally identifying information about VCM's users. VCM users can opt-out of sharing this information with third parties by deactivating cookies, the process of which varies by browser to browser. Please refer to the help file of your browser to understand the process of deactivating Cookies on your browser.

## **6. Enforcement**

6.1 We may use the information we collect in connection with your use of VCM (including your personal information) in order to investigate, enforce, and apply our Terms of Use and Privacy Policy.

## **7. Controlling your personal data**

7.1 As a registered VCM user, you can modify some of your personal information and your privacy preferences by accessing the "My Profile" section of this website and can be edit any time by your self and can request for such updating.

## **8. Security**

8.1 Your account is password protected. We use industry standard measures to protect the personal information that is stored in our database. We limit the access to your personal information to those employees and contractors who need access to perform their job function, such as our client service personnel. If you have any questions about the security on VCM, please contact us. Although we take appropriate measures to safeguard against unauthorized disclosures of information, we cannot assure you that your personal information will never be disclosed in a manner that is inconsistent with this Privacy Policy.

8.2. We ask to you change your password at least once in 60 days for safeguard.

8.2 You hereby acknowledge that VCM is not responsible for any intercepted information sent via the internet, and you hereby release us from any and all claims arising out of or related to the use of intercepted information in any unauthorized manner.

## **9. Terms and modifications to this Privacy Policy**

9.1 We may modify this Privacy Policy at any time, and we will post any new versions on this page. If we make any material changes in the way we use your personal information, we will notify you by sending an e-mail to the last e-mail address you provided to us and/or by prominently posting notice of the changes on our website. Any such changes will be effective upon the earlier of thirty (30) calendar days following our dispatch of an e-mail notice to you or thirty (30) calendar days following our posting of notice of the changes on our website. These changes will be effective immediately for

new users of VCM. Please note that at all times you are responsible for updating your personal information to provide us with your most current e-mail address.

9.2 In the event that the last e-mail you have provided us is not valid, or for any reason is not capable of delivering to you the notice described above, our dispatch of the e-mail containing such notice will nonetheless constitute effective notice of the changes described in the notice. In any event, changes to this Privacy Policy may affect our use of personal information that you provided us prior to our notification to you of the changes. If you do not wish to permit changes in our use of your personal information, you must notify us prior to the effective date of the changes that you wish to deactivate your account with us. Continued use of VCM following notice of such changes shall indicate your acknowledgement of such changes and agreement to be bound by the terms and conditions of such changes.

## **10. Dispute resolution**

10.1 If you believe that VCM has not adhered to this Privacy Policy you may write to VCM at the following address: e-mail: [contact@complyvendor.com](mailto:contact@complyvendor.com)

10.2 In your email, please describe in as much detail as possible ways in which you believe the Privacy Policy has not been complied with. We will investigate your complaint promptly.

If you have any questions about this Privacy Policy, you can contact us using the contact information provided below.