## **PRIVACY POLICY**

This Privacy Policy governs the manner in which Taxopti.com collects, uses, maintains and discloses information collected from users (each, a "User") of the https://www.taxopti.com website ("Site"). This privacy policy applies to the Site and all products and services offered by Taxliv Proconsultancy Private Limited.

#### 1. PERSONAL IDENTIFICATION INFORMATION

We may collect personal identification information from users in a variety of ways, including, but not limited to, when users visit our Site, registers on the Site, places an order, and in connection with other activities, services, features or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, mailing address, phone number, date of birth or incorporation etc. Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

#### 2. NON-PERSONAL IDENTIFICATION INFORMATION

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers' utilized and other similar information.

#### 3. WEB BROWSER COOKIES

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

#### 4. HOW WE USE COLLECTED INFORMATION

Taxopti may collect and use Users personal information for the following purposes:

- a. **To improve customer service** Information provided by users help us respond to their customer service requests and support needs more efficiently.
- b. **To personalize user experience** We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Site.

- c. **To improve our Site** We may use feedback provided by user to improve our products and services.
- d. **To process payments** We may use the information provided by user when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service.
- e. To run a promotion, contest, survey or other Site features To send users information they agreed to receive about topics we think will be of interest to them.
- f. **To send periodic emails** We may use the email address to send user information and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests. If user decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product, or service information, etc. If at any time the user would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email or user may contact us via our Site.

#### 5. HOW WE PROTECT YOUR INFORMATION

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

Sensitive and private data exchange between the Site and its users happens over a SSL secured communication channel and is encrypted and protected with digital signatures. Our Site is also in compliance with PCI vulnerability standards in order to create as secure of an environment as possible for Users.

#### 6. SHARING YOUR PERSONAL INFORMATION

We may use third party service providers to help us operate our business and the Site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided you have given us your consent.

You acknowledge, agree and authorise us to share your personal information with third party service providers who help us operate our business and the Site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes.

You acknowledge, authorise and agree to collect, store, process and transfer your information to our sister concern entities for the purpose of providing service through this / their platform. You further allow them to communicate with you in any manner including by way of emails, phone calls and messages. If you choose to use services provided by our sister concern, your information may be additionally governed by the privacy policies of such sister

concern entity and we will not be responsible for the privacy practices of such sister concern entity.

If we are involved in merger, acquisition, sale, re-organisation, joint venture, transfer or disposition of all or any portion of our business, we will continue to ensure confidentiality of user information and will give prior intimation to affected users in case sharing of information is required.

#### 7. Link to Other Sites

Our platform provides link to other Sites. Such Sites may collect user information. We recommend user to review privacy policy of such Site as we are not responsible for their privacy practices.

#### 8. GOOGLE ADSENSE

Some of the ads may be served by Google. Google's use of the DART cookie enables it to serve ads to users based on their visit to our Site and other Sites on the Internet. DART uses "non personally identifiable information" and does NOT track personal information about you, such as your name, email address, physical address, etc. You may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy at http://www.google.com/privacy\_ads.html

# 9. COMPLIANCE WITH CHILDREN'S ONLINE PRIVACY PROTECTION ACT

Protecting the privacy of the young is especially important. For that reason, we never collect or maintain information at our Site from those we know are under 13 years, and no part of our Site is structured to attract anyone under 13.

#### 10. CHANGES TO THIS PRIVACY POLICY

Taxopti have the discretion to update this privacy policy at any time. We encourage users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information collected. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications. The continued use of our platform and our services will denote your acceptance of our modified policy and will be adequate proof that you have agreed to the terms of this policy which shall apply from the first day of your use of the platform. If changes are significant, we will provide more prominent notice.

#### 11. CONTACT US

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

## TAXLIV PROCONSULTANCY PRIVATE LIMITED

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## **Grievance Officer**

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