

PRIVACY POLICY, TERMS AND CONDITIONS

Terms & conditions relating to all training

Payment terms for Companies

For Classes taken for Companies and Corporates, **full payment has to be made in advance, before commencement of the Class.** Payment has to be made by NEFT/RTGS Bank Transfer.

Course bookings for Individuals

Bookings may be made via our website or phone. Telephone bookings must be confirmed by payment through our website Payment Gateway - PayUMoney OR

An individual may come to our Fort Office and make payment physically in cash, if he so chooses. A full Receipt is given for the cash payment.

- We have a limited number of seats per class. Bookings are on a 'first-come-first served basis'.
- Bookings are confirmed only when payment is made.
- Bookings are announced as closed on our website when requisite seats are filled.
- Payments once made, will not be refunded.

Non-attendance

If a candidate cannot attend the session due to some extraordinary circumstance (illness or death in the family), he may, at our sole discretion, be allowed to sit in the next session.

Late arrivals / missed sessions

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable. **To conform with Health and Safety Executive (HSE) requirements for statutory certificates, attendance at all sessions is mandatory.**

Unforeseen circumstances

On occasion, unforeseen circumstances may require us to cancel a particular course. In such circumstances you will be given as much notice as possible [by email/mobile] and either a free transfer to the next course date or a full refund of fees paid.

Privacy & Collection of personal data

We will only require you to provide us with sufficient personal information so that we may process your order, despatch it to you and also so that we may contact you in the event of a problem or to draw your attention to related goods or services.

Use of your information and your preferences

We will use your information to provide and personalise our service. We will use your contact details to communicate with you.

We do not collect personal information for any purpose other than to correspond with you.

Our website never collects information or creates individual profiles for commercial marketing. While you must provide an e-mail address and mobile number for a localised response to any questions or comments from us, we recommend that you do NOT include any other personal information.

In the future we may use your information to send you offers and news about our products and services and those of our business associates only when you have opted-in to receive those communications.

Please note that there may be instances where it may be necessary for us to communicate with you, in any event, for administrative or operational reasons relating to our services.

Disclosures of your information

We will only disclose your information in the manner permitted by our registration or where required to do so by law as governed by The Information Technology (Amendment) Act, 2008

Your personal details will not be given to any third party and will not be used for advertisement purposes.

Other websites

Our website may contain links to other websites which are outside our control and are not covered by this privacy policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy.

Privacy of personal data

We aim to protect the security of your personal data at all times. We aim to accomplish this by using a combination of methods including, but not limited to:

Whenever your personal information is exchanged between your web browser and our web server we use highly effective methods of encryption - this is currently 128 bit SSL (secure sockets layer) encryption. This makes it extremely difficult for someone to intercept and read the information being passed between your web browser and our web server.