

Privacy Policy

Effective Date: 25 May 2018

Quattro Processing Services (QPS) is committed to safeguarding your privacy. This Privacy Policy describes how we may collect, use, share, and keep Personal Information about you. This Privacy Policy is an integral part of the Terms and Conditions posted here.

All terms initially capitalized shall have the meaning set forth in the Terms and Conditions, of which this Privacy Policy is an integral part. For the purposes of this Privacy Policy, “corporate affiliates” means any entity or joint venture that is wholly or partially owned or controlled by Quattro. “Business partners” means any subcontractor, vendor or other entity with whom we have an ongoing business relationship to provide products, services, or information. “Personal Information” means information, which identifies you as an individual, such as your name, telephone number, and email address.

QPS shall seek your consent before collecting, processing information for a purpose not other than those that are set out in this Privacy Policy.

Information We Collect – At QPS, there are different lines of services being offered to clients which may require access / store / process Personal Information for business purposes, as detailed below :

- Information related to browsing QPS applications, websites. The information can be stored in cookies, or related to track the browsing pattern of the visitor. This information shall be useful in providing better browsing experience to the visitor.
- The Personal Information like name, date of birth, nationality, email ID, phone number shall be required to be stored, accessed and processed for business purposes.
- Other information like internet browser version, service provider, IP address and time of your last visit to a page on our Website) can also be recorded or stored in QPS system.
- Information shall also be captured through cookies, a browser feature which assigns a unique identification to your computer.

QPS services are aimed at providing quality services to their clients and customers. This policy is to communicate that we respect your privacy, and we will implement reasonable controls to maintain and safeguard the Personal Information. This Privacy Policy applies to Personal Information collected from persons employed by or otherwise affiliated with QPS's customers, prospective customers, any persons that visit QPS's Website, and persons who receive commercial communications sent on behalf of QPS.

Please note that QPS does not ask / require other Personal Information like information about your family, personal habits, or any other type of Personal Information.

How Does QPS Gather and Use your Personal Information?

1. **General Browsing:** QPS gathers navigational information about where you go on our Website. This information allows us to see which areas of our website are most visited. This helps us to improve online experiences of visitors by recognizing and delivering more of the features, services and products our visitors prefer. Additional information like domain type, browser version, service provider and IP address may be collected which will provide information regarding your use of our Website (such as the time of your last visit to a page on our site). Some of the QPS services may be co-branded and offered in conjunction with another company.
2. **Registration:** Any information you provide to us at this site when you establish or update the profile in the request information (i.e. name, address, e-mail address and telephone number), is maintained securely in QPS systems. This information is used to enable QPS to deliver services, communications and newsletters to you. QPS has implemented multiple layers of security controls to safeguard Personal Information held with QPS.
3. **Use of Cookies:** QPS uses a browser feature known as a cookie, which assigns a unique identification to your computer. Cookies also allow QPS to make our site more responsive to your needs, by delivering a better and more personalized experience to you. The cookies are typically stored on your computer's hard drive and are used by QPS to help track your clicks as you go through the pages within QPS Website. In addition, QPS uses cookies to determine behavioral analytics of users, to help keep track of support requests and to tell us whether you have previously visited QPS. This allows registered users to avoid re-entering information upon every new visit to our site. This cookie is not used to obtain your name or any personal data, and the information that is tracked is used only for internal purposes, such as to improve site navigation and to measure the effectiveness of QPS Portal; however, if you prefer not to accept cookies, you can set your browser to reject them or to alert you before one is placed.

4. We also use a third-party technology to place our advertisements on other websites. This technology will install a small cookie file on your computer when you view our ad. These cookies will not contain any information that personally identifies you (such as your name or e-mail address) but they will contain a randomly generated number that is unique to your browser and can be recognized by a “web beacon” (transparent GIF file) on our site if you click through to our site from one of our ads. This allows us to keep track of how many unique visitors we have to our site and from what ads they entered, so that we can measure the effectiveness of our ads and ad placements. The privacy policies of the websites on which we advertise, and through which the cookies are installed should inform you about the cookie, and you may of course set your browser to reject cookies.

Does QPS Disclose your Personal Information?

QPS does not disclose Personal Information until and unless if required to do so by legal or regulatory requirement. QPS does not sell, rent or trade your e-mail address to third parties (other than to our corporate affiliates). We may however, engage third parties to help us provide services to you, such as fulfilling orders, processing payments, monitoring site activity, conducting surveys, and administering e-mails.

What are My Responsibilities in Protecting My Personal Information?

1. Registration: As part of the registration process, you must provide us current, complete and accurate information as prompted by the system. Do not provide QPS with additional Personal Information unless you are requested to do so. You agree to notify QPS immediately of any breach of security. QPS will be bound to share your Personal Information with the relevant legal authorities without incurring any kind of liability whatsoever.
2. QPS periodically distributes an e-mail newsletter, and you choose whether you want to receive a newsletter at the time of registration. If you later decide not to receive the newsletter, you can remove yourself from the mailing list at any time.

What are your rights?

You may have certain rights relating to your personal data provided for under applicable law. These are the right to:

- Access to your personal data and details of the processing activities conducted by QPS.
- Update your personal data if it is inaccurate or incomplete

- Erase or restrict your personal data under certain circumstances.
- Object to the processing of your personal data in certain circumstances.
- File complain with a supervisory authority.
- Object to, and not to be subject to a decision based solely on, automated processing (including profiling), which produces legal effects or significantly affects you.
- Withdraw your consent provided at any time by emailing us at DPO@quattro.com.

What Are the Other Key Elements of QPS's Privacy Policy?

- **Onward Transfer:** QPS may transfer your Personal Information to a third party that is acting as QPS's agent, where the third party agrees in writing to provide at least the same level of privacy protection as is required by this Privacy Policy or applicable law.
- **Personal Information Update:** You may correct, amend, or delete information through your email.
- **Security:** QPS takes reasonable precautions to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction. QPS's Website has reasonable safeguards in place to protect the loss, misuse and alteration of the data you provide to us with physical, electronic, and managerial procedures. We use a variety of security technologies and procedures to help protect your Personal Information from unauthorized access, use, or disclosure, such as encryption, passwords, physical security, etc. In certain areas of QPS's Website, QPS strives to protect your Personal Information it cannot ensure or warrant that the Personal Information or private communications you transmit to us will always remain private, and you do so at your own risk. QPS urges you to take every precaution to protect your personal data when you are on the Internet.
- **Data Integrity:** QPS takes reasonable steps to ensure that Personal Information is not modified or corrupted.
- **Children:** The QPS website does not target and is not intended to attract children under the age of 13. We do not knowingly solicit Personal Information from children under the age of 13 or send them requests for Personal Information.
- **Third Party Sites:** QPS's Website contains links to other sites operated or maintained by third parties. We are not responsible for the privacy practices or the content of such website. We will not share your Personal Information with third parties' websites. Some of these third-party sites may be co-branded with a QPS logo, even though they are not operated or maintained by us.

Although QPS chooses its business partners carefully, QPS is not responsible for the privacy practices of websites operated by third parties. We encourage you to learn about the privacy policies of third party or co-branded websites.

- Enforcement: QPS periodically verifies that this Policy is accurate and, comprehensive for the information intended to be covered, prominently displayed, implemented, and in conformity with applicable privacy laws. We encourage interested persons to raise any concerns with us using the contact information above. We will investigate and attempt to resolve complaints and disputes regarding use and disclosure of Personal Information in accordance with the principles contained in this Privacy Policy.

Communication from Us:

We reserve the right to send you certain communication including newsletters, e-mailers and renewal notices, considered to be a part of your service plan; however if you do not wish to receive such communication from us, you can inform / indicate your preference by following the instructions included in such communication or by emailing us DPO@quattro.com with the message of “OPT OUT” / “Withdrawal of Consent” from the newsletter.

Changes to this Privacy Policy:

We reserve the right, at any time and without notice, to update or otherwise modify this Privacy Policy by posting such update or other modification at the Privacy page on the Website. Any update or other modification shall be effective immediately upon such posting. Accordingly, we encourage you to review this Privacy Policy periodically to determine if it has been modified.

Contacting Us:

If you would like to contact for any reason regarding our privacy practices or have any questions about this Privacy Policy, or wish to review or update your Personal Information, then please email us at DPO@Quattro.com or send us postal mail at the following address:

Quattro Processing Services

Plot No. 119, Udyog Vihar – I

Gurugram – 122015

Haryana, India