

# Privacy Policy

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## NABA DIGANTA WATER MANAGEMENT LIMITED

### PRIVACY STATEMENT FOR [WWW.NDWML.COM](http://www.ndwml.com)

Your privacy is important to us. Naba Diganta Water Management Limited (“**NDWML**” or “**we**”) takes the privacy of your information seriously. This privacy statement explains what personal data we collect from you, through our interactions with you on this website, and how we use that data.

This privacy statement applies to the website [www.ndwml.com](http://www.ndwml.com) and all its subdomains. Please note that this website may include links to websites of third parties, including Tata group companies, whose privacy practices differ from those of NDWML. If you provide personal data to any of those websites, then your data is governed by their privacy statements.

**1. Definitions:** In this privacy policy, the following definitions are used:

<b>Data</b>	Includes information that you submit to NDWML via the website, and information which is accessed by NDWML pursuant to your visit to the Website
<b>NDWML or us</b>	Naba Diganta Water Management Limited, a company incorporated in India whose registered office is at GN 11-19, Sector-V, Salt Lake Kolkata, WB 700091 IN;
<b>User or you</b>	The natural person who accesses the Website
<b>Website</b>	The website that you are currently using, <a href="http://www.ndwml.com">www.ndwml.com</a> or its subdomains

### 2. Scope

NDWML collects data to operate this Website. You provide some of this data directly, such as when you submit an entry (through the submission form, or such other manner specified on the Website). You can visit the Website without telling us who you are. When you are asked to provide personal data, you may decline.

### 3. Data Collected

We may collect information or pieces of information that could allow you to be identified, including Contact information: first and last name, address, email address, contact number; and/or any other information as provided by you.

### 4. How we Collect Data

We collect Data as given to us by you when you fill in the submission form or other programs on our Website;

## **5. Data shared by You**

NDWML may collect your Data in several ways from your use of this Website. For instance:

1. when you contact us through the Website (through any form, e-mail address or hyperlink);
2. when you register with us to filing up submission form;
3. when you share your ideas/ possible solutions to different challenges posted in the Website;
4. when you complete surveys conducted by or for us;
5. when you elect to receive any communications from us;
6. information provided by you (registration details, submission of form, etc.).

## **6. Our Use of Data**

Specifically, Data may be used by us for the following reasons: We may use your Data for the above purposes [and the purposes listed below] if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).

We use Data to:

- a. protect the security and safety of our Website.
- b. improve this Website and its services;
- c. send communication of marketing materials to you by email;
- d. contact for survey or feedback which may be done using email or mail;
- e. enable our group entities to reach out to you in relation to their programmes managed or products or services offered by them;
- f. work on joint promotions or other joint programs with our business partners;
- g. work with external service providers who provide us with business or operational services or to whom we have outsourced any operations;
- h. to process your requests (such as replying to your queries); and
- i. to execute other activities such as marketing campaign, promotional communications for which consent is taken appropriately.

## **7. Who we share Data with**

We may share your personal Data with: We usually do not share other personal Data collected from the Website with other third parties. However, this may happen with or when:

1. NDWML-controlled affiliates and other entities within the Tata group of companies, to assist them to reach out to you in relation to their programs or campaigns (including marketing and sales) and to process your query / requests (such as job application);
2. our employees, vendors, agents and professional advisors working on our behalf for the purposes described in this policy statement; and
3. service-providers who assist in protecting and securing our systems and provide services to us which require the processing of personal data, such as to host your information or to process your information for data profiling and user analysis.
4. You request or authorize us to do so;
5. We need to comply with applicable law or respond to valid legal process; or
6. We need to operate and maintain the security of this Website, including to prevent or stop an attack on our computer systems or networks.

## 8. Keeping Data secure

We will use technical and organisational measures to safeguard your Data. This site has security measures in place to protect the loss, misuse and alteration of the information under our control. Unauthorized attempts to upload or change information (or otherwise cause damage to this website) are strictly prohibited

Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via e-mail, social media or telephone.

## 9. Retention of Personal Data

NDWML retains personal Data for as long as necessary to provide the access to and use of the Website, or for other essential purposes such as complying with our legal obligations, resolving disputes and enforcing our agreements. Because these needs can vary for different data types and purposes, actual retention periods can vary significantly.

Even if we delete your Data, it may persist on backup or archival media for audit, legal, tax or regulatory purposes.

## 10. Your Rights

When we process Data about you, we do so with your consent and/or as necessary to provide the Website you use, operate our business, meet our contractual and legal obligations, protect the security of our systems and our customers, or fulfil other legitimate interests of NDWML as described in this privacy statement.

For information about managing your contact data, email subscriptions and promotional communications, please submit a request to us at [info@nabadigantawater.com](mailto:info@nabadigantawater.com)

It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

### 1. Right to access - the right to request

- (i) copies of the information we hold about you at any time, or
- (ii) that we modify, update or delete such information.

If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is manifestly unfounded or excessive.

Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.

### 2. Right to correct - the right to have your Data rectified if it is inaccurate or incomplete.

### 3. Right to erase - the right to request that we delete or remove your Data from our systems.

### 4. Right to restrict our use of your Data - the right to limit the way in which we can use it.

### 5. Right to data portability - the right to request that we move, copy or transfer your Data.

### 6. Right to object - the right to object to our use of your Data including where we use it for our legitimate interests.

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### **11. Security of Personal Data**

NDWML is committed to protecting the security of your Data. We use a variety of security technologies and procedures to help protect your personal data from unauthorized access, use or disclosure.

### **12. Links to other websites**

This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

### **13. Cookies**

This Website does not place and access Cookies on your computer. Cookies is a small file placed on your computer by the website when you either visit, or use certain features of the website. A cookie generally allows the website to “remember” your actions or preference for a certain period of time.

### **14. General**

If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

### **15. Changes to this Privacy Statement**

NDWML reserves the right to change this privacy statement as it may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy statement on your first use of the Website following the alterations.