

Data Privacy Policy for Existing and Potential Customers of CMIT Computer Institute

At **CMIT Computer Institute**, we are committed to protecting the privacy and security of our existing and potential customers' personal data. This policy outlines how we collect, use, and disclose personal information, and the measures we take to ensure its security.

Information We Collect:

1. Personal Identification Information: We may collect personal identification information such as names, addresses, phone numbers, and email addresses when you inquire about our courses, register for our training programs, or submit forms on our website.

2. Payment Information: When you make a payment for our services, we may collect payment details, including credit card information, billing address, and transaction history, to process your payments securely.

3. Website Usage Information: We may automatically collect certain information when you visit our website, such as your IP address, browser type, referring website, pages visited, and the dates and times of your visits. This helps us improve our website and provide a better user experience.

Use of Personal Information:

1. To Provide Services: We collect and use personal information to deliver the training programs and services you request, including course enrollment, communication, issuing certifications, and providing support.

2. Marketing and Communication: With your consent, we may send you promotional emails, newsletters, or updates about CMIT's services, special offers, and upcoming courses. You always have the option to opt-out of receiving such communications.

3. Payment Processing: We use the personal and payment information you provide to process payments for our services and keep a record of your transactions.

4. Internal Record Keeping: We may use personal information for internal purposes, such as analyzing trends, conducting research, improving our services, and maintaining records required by law.

Data Security:

1. Confidentiality Measures: We maintain appropriate administrative, technical, and physical safeguards to protect your personal information from unauthorized access, use, or disclosure. We limit access to personal data to only authorized employees who require it to perform their duties.

2. Data Storage: We store personal information in secure databases or cloud-based systems that offer robust security measures.

3. Third-Party Service Providers: We may share personal information with trusted third-party service providers who help us deliver our services, such as payment processors or marketing platforms. These service providers are required to maintain the confidentiality and security of personal information.

Data Retention:

We retain personal information for as long as necessary to fulfill the purposes outlined in this policy, or as required by law. Once data is no longer needed, we will securely dispose of it.

Your Rights:

You have the right to know what personal information we hold about you, the right to correct any inaccurate information, and the right to request deletion of your data in certain circumstances. To exercise any of these rights or seek clarification about our data privacy practices, please contact us using the information provided below.

Changes to this Policy:

We reserve the right to modify this privacy policy at any time. Updated versions will be posted on our website with the revision date, and we encourage you to check for updates periodically.

Contact Us:

If you have any questions, concerns, or requests regarding this privacy policy or the way we handle your personal information, please contact us at:

CMIT Computer Institute

Address:

Shop No. 2, Vaity CHS, G. V. Scheme Road No. 2, Off 90 ft Road, Opp G P Parsik Bank, Mulund East, Mumbai 400081

Phone: 91 9320033355 | 93222 39424

Email: cmitinstitute@gmail.com

By continuing to use our services, you acknowledge that you have read and understood this Data Privacy Policy and consent to the collection, use, and disclosure of your personal information as described herein.