

# Privacy Policy

## Introduction

Referoute (.com) is an online professional networking and sourcing platform. People use our Services to find and be found for opportunities or solutions to requirements and to connect with others and information. This Privacy Policy applies to any Member or Visitor to our Services.

Our registered users (“Members”) share their professional identities, engage with their network, exchange knowledge and professional insights, post and view relevant content, learn and find business and career opportunities. Content and data on some of our Services is viewable to non-members (“Visitors”).

Referoute.com recognizes the importance of maintaining your privacy. We value your privacy and appreciate your trust in us. This Policy describes how we treat user information we collect on <http://www.referoute.com> and other offline sources. This Privacy Policy applies to current and former visitors to our website and to our online customers. By visiting and/or using our website, you agree to this Privacy Policy.

Referoute.com is a property of Referoute Private Limited, an Indian Company registered under the Companies Act, 2013 having its registered office at B-702, 7<sup>th</sup> Floor, Akshay Apartment, 10<sup>th</sup> Road, Next to Jain Mandir, Chembur (E), Mumbai - 400 071.

## Information we collect

**Contact information.** We might collect your name, email, mobile number, phone number, street, city, state, pin code, country and IP address.

**Payment and billing information.** We might collect your billing name, billing address, Bank account details and payment method. We NEVER collect your credit card number or credit card expiry date or other details pertaining to your credit card on our website. Credit card information will be obtained and processed by our online payment partner **Cashfree**. Also, any password or PIN related to your bank account is never collected and stored by us.

**Information you post.** We collect information you post on our website or on a third-party social media site belonging to Referoute.com.

**Demographic information.** We may collect demographic information about you, your work experience, your education, your accomplishments & projects, or any other information provided by you during the use of our website. We might collect this as a part of a survey also.

**Other information.** If you use our website, we may collect information about your IP address and the browser you're using. We might look at what site you came from, duration of time spent on our website, pages accessed or what site you visit when you leave us. We might also collect the type of mobile device you are using, or the version of the operating system your computer or device is running.

### **We collect information in different ways**

**We collect information directly from you.** We collect information directly from you when you register and create your profile. We also collect information if you post a requirement, apply, refer, comment, chat on our websites or ask us a question through phone or email.

**We collect information from you passively.** We use tracking tools, browser cookies and web beacons for collecting information about your usage of our website.

**We get information about you from third parties.** For example, if you use an integrated import contact feature on our websites. The third-party site will give us certain information about you. This could include your name, email address and contacts.

### **Use of your personal information**

**We use information to contact you:** We might use the information you provide to contact you while creating your profile on our websites.

**We use information to respond to your requests or questions.** We might use your information to confirm your registration, respond to your requests and questions.

**We use information to improve our products and services.** We might use your information to customize your experience with us. This could include displaying content based upon your preferences.

**We use information to look at site trends and customer interests.** We may use your information to make our website and products better. We may combine information we get from you with information about you we get from third parties.

**We use information for security purposes.** We may use information to protect our company, our customers, or our websites.

**We use information for marketing purposes.** We might send you information about special promotions or offers. We might also tell you about new features or products. These might be our own offers or products, or third-party offers or products we think you might find interesting. Or, for example, if you apply to a certain requirement, we might share updates based on similar requirements.

**We use information to send you transactional communications.** We might send you emails or SMS about your account or a transaction carried out whether inward or outward.

We use information as otherwise permitted by law.

### **Sharing of information with third-parties**

**We will share information with third parties who perform services on our behalf.** We share information with vendors who help us manage our online registration process or payment processors or transactional message processors. Some vendors may be located outside of India.

**We will share information with our business partners.** Our partners use the information we give them as described in their privacy policies.

**We may share information if we think we have to in order to comply with the law or to protect ourselves.** We will share information to respond to a court order or subpoena. We may also share it if a government agency or investigatory body requests. Or, we might also share information when we are investigating potential fraud.

**We may share information with any successor to all or part of our business.** For example, if part of our business is sold, we may give our customer list as part of that transaction.

**We may share your information for reasons not described in this policy.** We will tell you before we do this.

### **Email Opt-Out**

**You can opt out of receiving our marketing emails.** To stop receiving our promotional emails, please email [unsubscribe@referoute.com](mailto:unsubscribe@referoute.com). It may take about ten days to process your request. Even if you opt out of getting marketing messages, we will still be sending you transactional

messages through email and SMS.

### **Third party sites**

If you click on one of the links to third party websites, you may be taken to websites we do not control. This policy does not apply to the privacy practices of those websites. Read the privacy policy of other websites carefully. We are not responsible for these third-party sites.

### **Grievance Officer**

In accordance with Information Technology Act 2000 and rules made there under, the name and contact details of the Grievance Officer are provided below:

Mr. XXXXXXXXXXXX

B-702, 7<sup>th</sup> Floor, Akshay Apartment, 10<sup>th</sup> Road, Next to Jain Mandir, Chembur (E), Mumbai - 400 071.

Phone: +91- 22 – XXXX XXXX

Email: If you have any questions about this Policy or other privacy concerns, you can also email us at [webmaster@referoute.com](mailto:webmaster@referoute.com)

### **Updates to this policy**

This Privacy Policy was last updated on 19.03.2019. From time to time we may change our privacy practices. We will notify you of any material changes to this policy as required by law. We will also post an updated copy on our website. Please check our site periodically for updates.

### **Jurisdiction**

If you choose to visit the website, your visit and any dispute over privacy is subject to this Policy and the website's terms of use. In addition to the foregoing, any disputes arising under this Policy shall be governed by the laws of India.