# DATA PRIVACY POLICY

## **OVERVIEW**

At NCC Advisors, we value your privacy. With this in mind, we are providing this Data Privacy Policy to explain our practices regarding the collection, use, and disclosure of your information in connection with:

- a. Data collected for the purpose of complying with tax and regulatory authorities.
- b. Our website located at <u>www.ncca.in</u>
- c. Our mailing list.

This policy may be updated from time to time.

# **COLLECTION OF INFORMATION**

You can visit our site without revealing any personally identifiable information. However, for compliance with various regulatory and tax authorities, we may seek and collect or receive information that includes but is not limited to

- a. Registration data, such as your name, address, date of birth, passport number, e-mail address, and other contact information.
- b. Any information you may provide to us via other means such as questionnaires.
- c. Information we gather in providing you services for the purpose of compliance with tax and regulatory authorities.

## **USE OF INFORMATION**

We may use your personal information

- a. To register you to use our services and to provide our services to you.
- b. To contact you to deliver certain services or information you have requested.
- c. To provide you with notices regarding our services.
- d. To prepare forms on your behalf so as to comply with tax and regulatory authorities as per agreed scope of work to be performed in the provision of services.

#### **USE OF INFORMATION**

- As part of our services, you may elect to "share" certain of your non-public or personally identifiable information with specific persons. In such a scenario, we will ask for that third party's email address and we will only use their email address to send them or provide them with access to your nonpublic or personally identifiable information that you have specified.
- For users in the European Union, our processing of your personally identifiable information is justified on the following legal bases: (a) the processing is necessary to perform a contract with you or take steps to enter into a contract at your request; (b) the processing is in our legitimate interests, subject to your interests and fundamental rights, and notably our legitimate interest in using applicable data to conduct and develop our business activities; or (c) you have consented to the processing.

#### COOKIES

We may use cookies to improve your overall site experience, collect visitation data and allow you to browse the site without having to re-enter information on every page. Cookies do not generally permit us to identify you. Some of our advertisers and partners may use cookies as well, and the firm does not have any control over the cookies used by advertisers and partners. If you would like to avoid cookies, your web browser may have an option that enables you to disable them. Do note that disabling cookies may prevent portions of the site from functioning properly.

#### **DISCLOSURE OF INFORMATION**

- If you have elected to "share" certain of your personally identifiable information with specific persons, we will email the specific information you elect with those persons that you specify.
- We may provide your personally identifiable information, data generated by cookies and aggregate information to the vendors and service agencies that we may engage to assist us in providing our services to you for their use solely to provide us with such assistance.
- We will also disclose your personally identifiable information (a) if we are required to do so by law, regulation or other government authority or otherwise in cooperation with an ongoing investigation of a governmental authority, (b) to enforce our terms of use agreement or to protect our rights or (c) to protect the safety of users of our site and our services.
- We will not sell your personally identifiable information to any company or organization, but we may transfer your personally identifiable information to a successor entity upon a merger, consolidation or other corporate reorganization in which the firm participates or to a purchaser or acquirer of all or substantially all of the firm's assets to which this site relates.

#### **RETENTION OF INFORMATION**

Generally, we keep personally identifiable information only for as long as required to fulfil the purposes for which it was collected. However, in some circumstances, we may retain such information for other periods of time, for instance where we are required to do so by law or a legal process, for so long as required. In specific circumstances, we may also retain your personally identifiable information for longer periods of time corresponding to a statute of limitation, so that we have an accurate record of your dealings with us in the event of any complaints or challenges.