

POLYCYCL - PRIVACY POLICY

Polycycl Private Limited (“**Company**”) operates the website **www.polycycl.com**, which provides information about the Company’s work, initiatives and updates. In this Policy, we refer to this as our “**Platform**.” We may also communicate through newsletters or broadcast text messages for informational purposes (collectively “**Services**”)

We are committed to respecting your privacy when you visit our website or use our Services and being transparent about how we use the information you have entrusted to us.

This Privacy Policy (“**Policy**”) is being framed in accordance with the applicable law.

By using our Services through the Platforms, you signify your assent to this Policy and consent to the processing of your personal information and/or sensitive personal data or any other transaction that is generated with your use of the Platforms (“**Information**”). If at any time, an individual provides information about someone other than herself or himself, the individual warrants that they have that person’s consent to provide such information for the purpose specified.

1. **Scope** : This Policy applies only to visitors of our website (www.polycycl.com) and recipients of our optional broadcast communications (such as newsletters or updates via text message). We do not collect, store, or process personal data through the Platform, other than information voluntarily shared through our contact forms or newsletter sign-up.
 - 1.1 In this privacy policy (hereinafter the “**Policy**”) we explain how we collect, use and protect your personal information.
 - 1.2 This Policy applies to all personal information we process about you when you do business with us, purchase or use our Services, visit our website or otherwise interact with us. This Policy was developed to comply with the requirements of the privacy protection legislation in force.
 - 1.3 We are committed to respecting your online privacy and recognize your need for appropriate protection and management of any information you share with us on the Platform.
 - 1.4 If you do not agree with this Policy, ensure that you do not, in any manner, use our Services.
2. **Collection of Information** : We do not automatically collect or store personally identifiable information from website visitors.
 - 2.1 If you are a subscriber of our newsletter or reach us out through the contact form, we may collect your name, email address, or phone number solely for communication purposes.
 - 2.2 We do not request sensitive personal data such as passport details, payment information, or device data.
 - 2.3 Our website uses analytics tools (e.g. Google Analytics) to track anonymous visitor data such as page views, time spent on pages and general geographic location. This data helps us improve website performance and user experience.
 - 2.4 We may also collect and use voluntary submissions through third-party platforms such as LinkedIn or Twitter, including responses to surveys, feedback, or campaign participation, for internal analysis, engagement, or improving our outreach. Such submissions are optional and governed by the respective platform’s privacy terms.
 - 2.5 Our website uses cookies to facilitate analytics, track basic usage metrics and optimize performance. These cookies do not collect personal information unless voluntarily submitted by the user. You may choose to disable cookies via your browser settings; however, this may affect the website’s functionality.
3. **Use of Information** : Any personal information shared with us (e.g., via newsletter sign-up or contact form) will be used solely to respond to your inquiry, send company updates or newsletters (if subscribed) and improve communication. We do not use your data for profiling or advertising.

4. **Information Sharing** : We do not share, sell, or distribute any personal information with third parties, except where legally required. We do not partner with advertising platforms or data brokers, nor do we track user behavior across the web.
 - 4.1 We do not share, disclose or distribute any of your Information to any third party unless required under an arrangement between the Company and the third party for service delivery, product enhancement, communication purpose, etc. For example, the Company may, itself or through third parties, send you emails, SMS, such other means to communicate, promote new products and activities or for your invaluable feedback or for marketing purposes.
 - 4.2 We also may share your information if we believe, in our sole discretion, that such disclosure is necessary:
 - i. To comply with legitimate and enforceable subpoenas, court orders, or other legal process; to establish or exercise our legal rights; to defend against legal claims; or as otherwise required by law. In such cases, we reserve the right to raise or waive any legal objection or right available to us.
 - ii. To investigate, prevent, or take action regarding illegal or suspected illegal activities; to protect and defend the rights, property, or safety of Company, our customers, or others; and in connection with our Terms of Use and other agreements.
 - iii. In connection with a corporate transaction, such as a divestiture, merger, consolidation, or asset sale, or in the unlikely event of bankruptcy.
5. **Protection of Information** : We take reasonable precautions to safeguard any limited data voluntarily submitted through our website.
 - 5.1 However, no data transmission or storage system can be guaranteed to be 100% secure. We recommend avoiding the inclusion of sensitive personal information in messages sent via the contact form. By providing us with information, you acknowledge that any transmitted data may be read or intercepted by others and you do so at your own risk, even if a specific transmission is encrypted.
 - 5.2 When you communicate with customer service via email or chat on our platform, these interactions occur through unsecured transmissions. Consequently, any information you provide may be accessible to others. For this reason, we recommend exercising caution and refraining from sharing sensitive information through these communication channels.
 - 5.3 Please note that no system is completely secure. So, while we strive to protect your data, we cannot guarantee that unauthorized access, hacking, data loss or a data breach will never occur.
6. **Information on Children** : Our website is intended for a general audience and is not directed at children. We do not knowingly collect or store information related to individuals under the age of 18.
7. **Know Your Rights** : As we do not process or store user data systematically, most privacy rights (e.g., data portability or deletion requests) are not applicable. However, if you have submitted your contact details to us (e.g., for newsletters), you may opt out at any time by writing to us at info@polycycl.com. We will respond to all requests in accordance with applicable laws.
8. **Retention and Deletion of Data** : We will retain copies of your information for as long as you maintain your account or as necessary in connection with the purposes set out in this Policy unless applicable law requires a longer retention period. In addition, we may retain your information for the duration of any period necessary to establish, exercise or defend any legal rights. To request deletion of your data, please contact us at info@polycycl.com. Please note that we will be able to delete data only to such extent as is permitted and/or mandated by applicable law.
9. **Limitation of Liability** : PolyCycl makes no representation or warranty, express or implied, regarding the accuracy, completeness, or suitability of any content shared by it, its users or third parties through campaigns, feedback forms, or public submissions. Any reliance placed on such content is strictly at the user's own risk. Information collected through public campaigns, surveys,

or third-party platforms may reflect individual opinions or third-party sources and may not be independently verified by PolyCycl. Users are responsible for ensuring the correctness and relevance of any content they choose to share.

9.1 Company shall not be liable to you for any type of direct or indirect, incidental, economic, compensatory, punitive, exemplary or consequential losses arising out of performance or non-performance of its obligations under this Policy or from your use of the website or reliance on its content.

9.2 Notwithstanding anything contained in this Policy or elsewhere, Company shall not be held responsible for any loss, damage or misuse of your Personal Information, if such loss, damage or misuse is attributable to a Force Majeure Event. The term “Force Majeure Event” shall mean any event that is beyond the reasonable control of Company and shall include, without limitation, sabotage, fire, flood, explosion, acts of God, civil commotion, strikes, lockouts or industrial action of any kind, riots, insurrection, war, acts of government, pandemic, epidemic, computer hacking, civil disturbances, unauthorised access to computer data and storage device, computer crashes, breach of security and encryption, or national/state lockdown due to any reason and any other similar events not within the control of the Company.

10. **Contact** : If you have any questions, queries, concerns or feedback about this Policy or our privacy-related practices, please feel free to contact us on info@polycycl.com. In case you have any grievances relating to the collecting, receiving, possessing, storing, dealing or handling of Personal Information provided by you, you may contact us at:

Grievance Officer: HR Head

E-mail ID: info@polycycl.com

Contact Details: KK-16 HSIDC Estate, Kalka, Haryana 133302