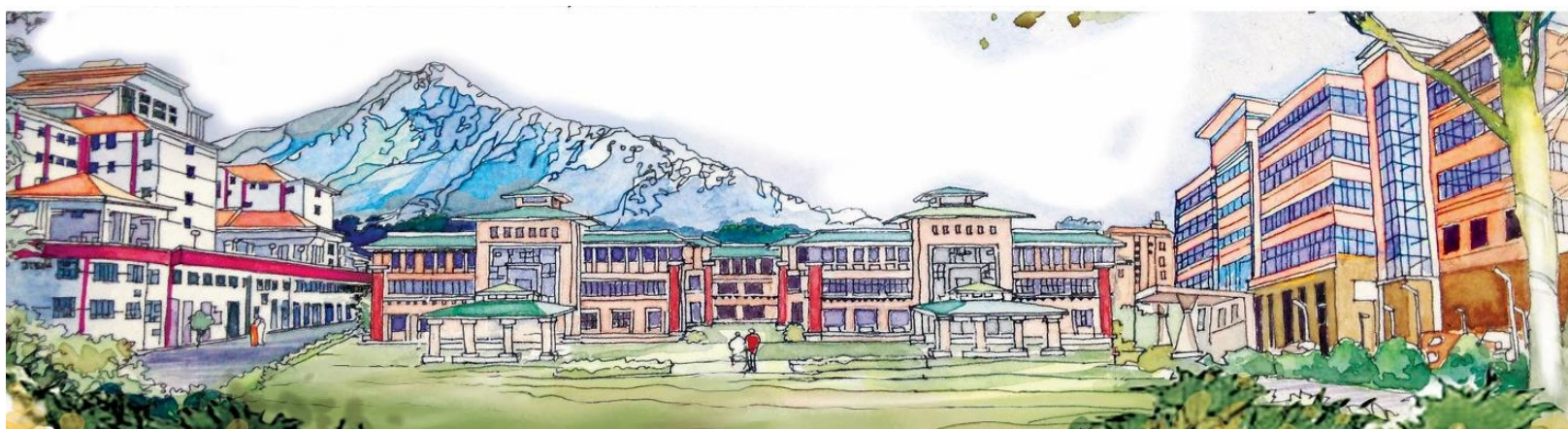# Website

Terms and Conditions
&
Privacy Policy

Dept. of Information Technology, Sikkim Manipal University

Prepared By	Reviewed By	Approved By	Version Control
Avijit Roy Dy Manager – IT, SMU	Bitopan Sarma Baruah Head IT – SMU	Prof. (Dr) Karma Sonam Sherpa Registrar, SMU	Version 1.0	May, 2025

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Introduction:

This document defines the mandatory policy disclosure of Sikkim Manipal University website (https://smu.edu.in) which outlines the way we handle data during the active sessions of web browsing.

Purpose:

This policy gives clarity to the users the way Sikkim Manipal University handles user data, privacy and involvement of any third parties in data processing in the university website.

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Website - Terms and conditions

Welcome to our website! If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern our relationship with you in relation to this website.

The use of this website is subject to the following terms of use:

- The utilisation of the website is governed by the terms and conditions set forth herein. Please read them through thoroughly and carefully. Your use of this site indicates your acceptance of each of the Terms and Conditions of Use.

- The data, information, materials, and services provided on this website are for the use and benefit the students, parents, staff or any other third parties of the educational institutions managed by us.

- The website has been structured to provide information related to educational institutions and their activities. The material displayed on this website is for reference purposes only, does not purport to be a legal document and does not give rise to any legal obligation on the part of us. Though every effort is made to ensure the accuracy and currency of the contents featured on this website, the same should not be construed as a statement of law or used for any legal purpose. We accept no responsibility for the accuracy, completeness, usefulness or otherwise of the contents of the website. Users are advised to evaluate before acting on the information provided on the Website.

- The content on these pages is intended solely for your general information and use. We reserve the right to modify the site in any manner of whatsoever nature at any time, including but not limited to Terms and Conditions of Use without any prior notice.

- This website may contain copyrighted material, trademarks and other proprietary information including but0 not limited to items such as photography, video, graphics, text, software, and forms. Each of the items mentioned prior is subject to intellectual property laws. You may not modify, publish, display, transmit or subject yourself to the transfer or sale or in any form, exploit the content that exists on this website.

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- You are strictly prohibited to upload, e-mail, post, or make available in any other manner any material on this website that is protected by intellectual property laws or other laws; that is, without direct permission in writing from us.

- In no event shall we be liable for any expense, loss, or damage, including, without limitation, indirect or consequential loss or damage, or any expense, loss or damage whatsoever arising from use or loss of use of data, arising out of or in connection with the use of this website.

- These terms and conditions shall be governed by and construed in accordance with the Indian laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts at Gangtok, Sikkim, India Jurisdiction.

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Privacy Policy

This privacy policy sets out how our website uses and protects any information that you provide while you use this website. We are committed to ensuring that your privacy is protected. All the information collected from you is subject to this privacy policy.
Information we collect

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

- Information you post: We collect information you post in a public space on our website or on a third-party social media site that is owned by us.

- Demographic information: We may collect demographic information about you, 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 are using. We might look at what site you came from, 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 when you fill out any online application or request/inquiry forms that we include on our website or social media handles. We also collect information if you post a comment on a third-party social media site belonging to us or ask us a question by phone or email.

- We collect information from you passively: We use tracking tools like Google Analytics, browser cookies and other secure tools for collecting information about your usage of our website.

- We get information about you from third parties: We may get information from the third-party social media site about you. This could include your name, email address, and mobile number.
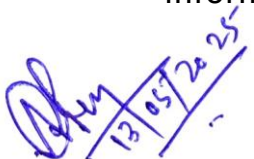
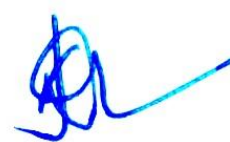| Prepared By	Reviewed By	Approved By	Version Control
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Use of your personal information

1. We use the information you provide to reach out to you for promotional purposes.

2. We use information to respond to your requests or questions. We might use your information to confirm your application, if you have applied for any of our courses online.

3. We use information to improve our admission services. We might use your information to customise your experience with us. This could include displaying content based upon your preferences.

4. We use information to look at site trends and visitor interests. We may use your information to make our website and services better. We may combine the information we receive from you with the information we receive about you from third parties.

5. We use information for security purposes. We may use information to protect our organisation, our human resources, or our websites.

6. We use information for our marketing purposes.

7. We use information to send you transactional communications. We might send you relevant emails or SMS or WhatsApp.

8. We use information as otherwise permitted by law.

Sharing of information with third parties

1. We will share information with third parties who perform any services on our behalf. We will share information with our business partners.

2. 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 to comply with any statutory requirement. We may also share it if a government agency or investigatory body requests it. Or we might also share information when we are investigating potential fraud.

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Cookies

1. A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to patients' needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

2. Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. Cookies do not provide us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookie usage if you prefer. This may prevent you from taking full advantage of the website.

Policy update

We reserve the right to modify any or all the terms of this policy at any time. You are advised to visit this page from time to time to review the current terms.

Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact us at info@smu.edu.in

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