

Privacy Policy – Q Breaker™

Introduction

Q Breaker™ offers services that aim to make learning and collaboration easier for colleges. Q Breaker™ (***refers to the website located at URL www.qbreaker.com which is also addressed as ‘this website’ or ‘this site’ in various sections of this document***) understands the importance of protecting information that users share while using Q Breaker™. This privacy policy declares and states how Q Breaker™ collects, uses and maintains information given by users. This privacy policy is applicable to all services that are offered by Q Breaker™.

***Note:** The terms ‘Q Breaker™’, ‘**we**’, ‘**our**’ and ‘**us**’ refer to owners of Q Breaker™ whereas the terms ‘**you**’ and ‘**users**’ refers to end users of this website that include all registered users of registered colleges namely college administrators, teachers, students, teaching assistants or any other individual authorized by the administration to use the interface.

Personal information provided to us

a) Information Shared by Registered Colleges and Other Institutions (Until and unless specified, use of term ‘colleges’ also refers to any institution which is registered with Q Breaker™ and use of ‘college administrators’ refers to people who are responsible for administering and handling all administrative tasks. The same is applicable to Disclaimer and Terms & Conditions published on Q Breaker™’s official website.)

During registration of colleges with Q Breaker™, the college provides us with its logo, address, contact information, and details of authorized persons. After registrations are completed, the college administrators then use Q Breaker™ to setup further details of their colleges. During college information setup, college administrators of registered colleges upload logos, banners, content and necessary links of their colleges. The shared information will be viewable to all registered Q Breaker™ users of that specific college only.

During college setup, personal information of teachers, students and other non-teaching staffs of the colleges including their names, roll numbers, registration numbers, contact numbers, email and postal addresses, photos, birth dates and other related information are collected.

Apart from personal information, administrators also upload information related to news, events, notices, jobs, published & on-going research papers and transport details of their colleges. Administrators can also upload documents and images wherever the fields for the same are provided. All information shared by administrators in college setup and in other features is accessible by Q Breaker™ authorities.

b) Information Shared by Registered Users of Registered Colleges (Until and unless specified, use of term ‘registered users’ refers to all registered college administrators, faculty, students and non-teaching staffs of registered colleges. The same is applicable to Disclaimer and Terms & Conditions published on Q Breaker™’s official website.)

When users register themselves in Q Breaker™, their login credentials along with other personal information that they share in their profiles like their names, roll numbers, registration numbers, contact numbers, email and postal addresses, photos, birth dates and related information are stored in Q Breaker™’s database. Also, information, documents and images shared by users in other services of Q Breaker™ including Learn, Engage, Connect, Explore and Transact are also recorded.

Basic information of users are also collected when users send us requests for support and sales, ask us for live product demonstration, download e-brochure or simply show their interest in us. However, Q Breaker™ collects only that information which is voluntarily shared by the users. We may ask for additional information for security purposes or for supplying specific services.

c) **User Profiles**

User Profiles of Q Breaker™ include their personal information along with educational information. Once registered in Q Breaker™, the profile details can be edited anytime. It should be acknowledged that the profile is accessible by college administrators and that they have authority to edit details of an individual's profile as and when required.

Non-personal information collected by Q Breaker™

a) **Web Server Logs**

When you visit Q Breaker™, the following data may get logged in our web server:

- Your web browser, service provider and operating system
- Your IP address and files you have uploaded and downloaded
- Your activity logs
- Q Breaker™ pages you have visited
- The number of times you have visited particular pages of Q Breaker™

Data collected through web server logs only act as provisional resource. The logs are managed by Q Breaker™ administrators. Data from logs are used only when required. They are erased by our database administrators after required usage. Log data like IP addresses are not used for tracking data of individual systems until and unless the circumstances demand. In case we need to use IP address, it will be used to trace the users' time period spent on the site, but identity of users will remain anonymous.

b) **Website Analytics Tools**

Q Breaker™ might use website analytics tools like Google Analytics software to measure its performance. For this, Google Analytics may accumulate certain data from users. However, data collected by Google Analytics will solely be used to optimize our website's performance so that we can enhance user experience. The collected data from users will not be passed to any third party website or will not be used for any marketing purpose. It includes non-disclosure of information.

c) **Cookies**

Cookies are data that are sent from websites while you are browsing them and are stored in your web browser. Cookies' files are usually saved on your computer's hard drive so that data can be retrieved by websites to track your previous activities when you visit those websites again. When you use Q Breaker™, cookies will be set on your computer's hard drive. We use cookies to track our website's traffic.

Analyzing traffic data helps us to know performance of Q Breaker™'s web pages thereby helping us to improve our site. Apart from improving performance, cookies' data are not used for any marketing purpose. Also, cookies do not give us access to your personal information.

Privacy Settings

Q Breaker™ has provision of Privacy Settings for its users for certain fields which chiefly include your personal information like date of birth, postal addresses, email addresses and contact numbers. With the help of Privacy Settings, you can set preferences and control distribution of your personal information with other members of your college.

How We Use Information

Q Breaker™ may use information gathered from users for the following purposes:

- To give better services

Information collected helps us to reach and respond to problems at the earliest.

- To inform users about important changes

Q Breaker™ may add new services or make changes to its privacy policies and terms of use anytime. To make sure that users experience uninterrupted services, we may use emails and contact numbers to inform you about important changes or new services. We may also use your information for processing your queries and other requests.

- For payments

Q Breaker™ includes services that require payment processing. Your personal information may be used for this purpose. However, we only use information for providing services to individuals. Personal information of our users is not shared with any other online stores or service providers.

Data Protection

All data collected in our database are secure, safe and protected. We save all collected data for backup purpose. Data can be retrieved from our database as per users' requirements and requests.

Sharing Information

We will never sell or rent your personal information to third parties for their use without your consent. We may share your contact and other information with our partners for limited purposes, with certain third parties (who may only use the information for the purpose for which it was provided), with courts, law enforcement and other relevant third parties, or with our acquirer if we are ever acquired.

Disclosure to Third-party Applications

We do not carry out or support any action which, by any means, involves selling, lending or disclosing any of your personal information to third party websites or applications without your consent except when required by the law to do so. We may disclose some information to consultants and employees for betterment of the site, but we do not misuse the shared information of our users by any means. However, we do reserve the right to disclose information in case of emergencies which also includes following instructions of court orders or laws.

Changes in Privacy Policy

The declared policies are applicable to all of the current services offered by Q Breaker™. The policies are subject to change and Q Breaker™ can revise and modify the policies along with the addition of more services without any prior notice to the users. However, in case of changes to privacy policies, all registered colleges and users will be notified about the changes through emails and website notifications. To ensure better use of our services, we would request our users to revisit our privacy policy time and again and stay informed about reformatations.

Inquiries Related to Privacy Policy

We take privacy concerns of our users seriously and hence, we try our best to resolve any issue of our users at the earliest. In case you feel that in any situation, our Privacy Policy is not compliant in respect to your personal information, you may send your queries at (mail or phone). You may also contact us if you have any enquiry related to our Privacy Policy. While sending enquiries, please describe your problems in as much details as possible as that will help us to give you more specified solution.

However, we will first cross-check the validity of the complaint or enquiry. Please note that in case Q Breaker™ finds your privacy preference invalid, we cannot warrant you to provide a proper solution for the same. Also, please note that we are not responsible for privacy practices of any third-party website linked with Q Breaker™ in any way. We advise you to go through privacy policy of any linked third-party website before using those websites.