# Sri Shanmukhananda Privacy Policy

### **General**

Sri Shanmukhananda Fine Arts & Sangeetha Sabha (SSFASS) respects the privacy of every individual who visits our sites or responds to our interactive advertisements. This Privacy Statement outlines the information SSFASS will collect and how we will use that information. This Statement will also instruct you on what to do if you do not want your personal information collected or shared when you visit SSFASS sites or respond to our advertisements.

## Personally identifiable information

SSFASS will not collect any personally identifiable information about you (that is, your name, address, telephone number, or email address) unless you provide it to us voluntarily.

If you do not want your personally identifiable information collected, please do not submit it to us. If you have already submitted this information and would like for us to remove it from our records, please contact us at the email address or phone number listed at the bottom of this Statement. We will use reasonable efforts to delete your information from our existing files.

When you do provide us with personally identifiable information, we may use that information in the following ways, unless stated otherwise: we may store and process that information to better understand your needs and how we can improve our products and services; we may use that information to contact you; and we may provide that information to third parties.

#### Non-personally identifiable information collected automatically

In some cases, we may collect information about you that is not personally identifiable. Examples of this type of information include the type of Internet Browser you are using, the type of computer operating system you are using, and the domain name of the site from which you linked to our site or advertisement.

# Information we may place automatically on your computer's hard drive

When you view one of our sites or advertisements, we may store some information on your computer. This information will be in the form of a "Cookie" or similar file and will help us in many ways. For example, Cookies allow us to tailor a site or advertisement to better match your interests and preferences. With most Internet Browsers, you can erase Cookies from your computer hard drive, block all Cookies, or receive a warning before a Cookie is stored. Please refer to your Browser instructions or help screen to learn more about these functions.

# Who to contact

If you have submitted personally identifiable information through a SSFASS site or interactive advertisement, and would like that information deleted from our records, please contact our team at <a href="webadmin@shanmukhananda.com">webadmin@shanmukhananda.com</a> and +91-22-4078888. We will use reasonable efforts to delete this information from our existing files.