

## Privacy Policy

We, Directorate of Skill Development Madhya Pradesh, with registered office at Ahead Rampur Square, Narmada Road, Jabalpur – 482002, Madhya Pradesh (hereinafter referred to as DSD MP) value your trust & respect your privacy. Your privacy matters to DSD MP and this Privacy Policy explains how we collect, process, use, share and protect information about you which you voluntarily provide to us by accessing this website/portal/app - <https://mmsky.mp.gov.in/> (hereinafter referred to as “Portal”)

Note: Our privacy policy is subject to change and will periodically be updated to ensure we comply with all relevant statutory regulations as well as UDAI guidelines. Thus, we request you to review the policy periodically.

### 1. General

1.1. By using this interface and login and accessing the Portal you expressly give us consent to use & disclose your personal information in accordance with this Privacy Policy. If you do not agree to the terms of the policy, please do not use or access this portal/database and do not accept the terms and conditions for use of this database.

1.2. For the purposes of this policy “Personal Information” shall have the meaning as assigned to the term “Sensitive Data and Personal Information” in Rule 3 of Information Technology (Reasonable security practices and procedures and sensitive personal information) Rules, 2011

1.3. Periodically, DSD MP may publish and share progress reports or other information reports with its oversight body with general statistical information about users of its database, such as number of students, apprentices, training centers, training partners, establishment, performances of schemes etc. However, we will ensure that Sensitive Data is not published. However, by accepting this policy we understand that we have your express approval to publish any personally identifiable data to help smooth facilitation of DSD MP schemes.

### 2. Collection of Personal Information

2.1. Personal Information (see meaning assigned in 1.2 above) includes all information that can be linked to a specific individual or to identify any individual such as Aadhar number, name, address, mailing address, telephone number, email ID, bank account details and any details that may have been voluntarily provided by the user of DSD MP scheme and non scheme based services, in connection with availing benefits of providing or using such training.

2.2. When you use this Portal, you will be providing us Personal Information, willingly with the full understanding that these details are required for the purpose mentioned below.

2.3. You are requested not to provide us with personal data of persons other than yourselves, unless you have collected the data only after (i) informing them of the purpose for which data is collected (ii) the manner in which the data is collected used and stored (iii) and the data is collected through a secure and encrypted system.

### 3. Use of Personal Information

3.1. DSD MP shall ask you to provide Personal Information only for lawful purpose connected with our Services and necessary to be collected by us for such purpose.

3.2. DSD MP can collect and uses personal information

(i) to authenticate your identity, to enable you to easily provide or access services provided by DSD MP and its affiliated partners, for scheme and non scheme based services.

(ii) provide you with services & products you explicitly requested for, to resolve disputes, troubleshoot concerns, help promote safe services, collect money, disburse money, measure interest in training, skilling and educational opportunities services.

- (iii) inform you about offers, schemes, opportunities related to skill developments, training infrastructure
- (iv) To track DSD MP's progress with regard to its skilling mission, and to provide statistics, reports on performance of DSD MP schemes and DSD MP initiatives to promote skilling and to create a robust skilling infrastructure.

#### 4. Disclosure of Personal Information

4.1. DSD MP does not sell, rent or trade the information we have collected about you, other than as disclosed within this Privacy Policy or at the time you provide your information.

4.2. By accepting these term and conditions, we understand that we have your express consent to share information disclosed by you with third parties, for the purposes of providing DSD MP services. Following are some instances when information may be shared:

(i) **THIRD PARTIES PROVIDING SERVICES ON OUR BEHALF:** We use third party companies and individuals to facilitate our Services, provide or perform certain aspects of the Services on our behalf – such as Establishment, Training Partners, Training Centers, Project Monitoring Unit, Banks etc. These third parties will have access to user information, including Protected Information to only carry out the services they are performing for you or for us. Each of these third parties are required to ensure the same level of data protection as us and are obligated not to disclose or use Protected Information for any other purpose.

(ii) **AVAILING SCHEME BENEFITS:** We may float schemes that offer benefits, monetary or non monetary to ensure a robust skilling atmosphere. By participating in any such scheme, you are agreeing to official rules that govern that Scheme, which may require specific requirements of you, including, your SSSM ID (Samagra), Aadhar number, bank details and other such information.

(iii) **ADMINISTRATIVE AND LEGAL REASONS :** We cooperate with Government and law enforcement officials and private parties to enforce and comply with the law. Thus, we may access, use, preserve, transfer and disclose your information (including Protected Information, IP address, Device Information or geo-location data), to Government or law enforcement officials or private parties as we reasonably determine is necessary and appropriate: (i) to satisfy any applicable law, regulation, subpoenas, Governmental requests or legal process; (ii) to protect and/or defend the Terms and Conditions for use of this Portal.

(iii) to protect the safety, rights, property or security of DSD MP, our Services or any third party;

(iv) to protect the safety of the public for any reason; (v) to detect, prevent or otherwise address fraud, security or technical issues; and /or (vi) to prevent or stop activity we may consider to be, or to pose a risk of being, an illegal, unethical, or legally actionable activity.

(iv) **BUSINESS TRANSFER:** We may share your information, including your Personal Information with our oversight body or relevant Ministry, with subsidiaries and affiliates for internal reasons. We also reserve the right to disclose and transfer all such information: (i) to a subsequent owner, co-owner or operator of the services or applicable database; or (ii) in connection with a corporate merger, consolidation, restructuring, the sale of substantially all of our membership interests and/or assets or other corporate change, including, during the course of any due diligence process.

#### 5. Change of Information or correction of details

5.1. You are responsible for maintaining the accuracy of the information you submit to us. If your Personal Information changes you may correct, delete inaccuracies, or amend information by making the change through this secure Portal.

5.2. If upon modifying or changing the information earlier provided to DSD MP, we find it difficult to permit access to our Services to you due to insufficiency/ inaccuracy of the information, we may, in our sole discretion terminate your access to the services by providing you by DSD MP.

## 6. Cookies

6.1. A "cookie" is a small piece of information stored by a web server on a web browser so it can be later read back from that browser. This Portal uses cookie and tracking technology depending on the features offered. No personal information will be collected via cookies and other tracking technology; however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

## 7. Links to Other Sites

7.1. This Portal limits hyperlinking. However, there may be few instances where Portal links to other websites. These other websites that may collect personally identifiable information about you. DSD MP is not responsible for the privacy practices or the content of those linked websites.

## 8. Security

8.1. DSD MP has stringent security measures in place to protect the loss, misuse, and alteration of the information under our control. Once your information is in our possession we adhere to strict security guidelines, protecting it against unauthorized access.

## 9. Contact Us

9.1 If you have any questions regarding privacy while using the Application, or have questions about our practices, please contact us via email at [mmsky@mp.gov.in](mailto:mmsky@mp.gov.in)