



## **Data Protection Policy**

At Cosmos International Training Institute (CITI), we are committed to protecting the privacy and confidentiality of personal information collected from our students, staff, clients, and other stakeholders. This Data Protection Policy outlines how we collect, use, store, and safeguard personal data in compliance with applicable data protection laws.

### **1. Collection of Personal Data**

**1.1 Purpose:** Personal data is collected for the purposes of enrollment, administration, communication, and provision of educational services.

**1.2 Types of Data:** The types of personal data collected may include but are not limited to:

- Name
- Contact information (address, phone number, email)
- Date of birth
- Educational background
- Payment information
- Photographs or images (for identification purposes)

**1.3 Collection Methods:** Personal data may be collected through various channels including:

- Online registration forms
- In-person registration
- Email correspondence
- Telephone conversations

### **2. Use of Personal Data**

**2.1 Purpose:** Personal data collected by CITI is used for the following purposes:

- Enrollment and registration processes
- Provision of educational services

- Communication with students, staff, and stakeholders
- Internal administration and record-keeping
- Compliance with legal and regulatory requirements

2.2 **Disclosure:** Personal data may be disclosed to third parties only for the purposes outlined above, and where necessary to fulfill contractual obligations or legal requirements.

### **3. Data Security**

3.1 **Security Measures:** CITI implements appropriate technical and organizational measures to ensure the security of personal data against unauthorized access, disclosure, alteration, or destruction.

3.2 **Access Control:** Access to personal data is restricted to authorized personnel only, and strict confidentiality obligations are imposed on staff handling personal data.

### **4. Data Retention**

4.1 **Retention Period:** Personal data is retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by law.

4.2 **Data Disposal:** Personal data that is no longer required is securely disposed of in accordance with CITI's data retention and disposal policies.

### **5. Data Subject Rights**

5.1 **Access and Correction:** Data subjects have the right to request access to their personal data held by CITI and to request corrections or updates to inaccurate or outdated information.

5.2 **Withdrawal of Consent:** Data subjects have the right to withdraw consent for the processing of their personal data at any time, where consent is the legal basis for processing.

### **6. Contact Information**

For inquiries or requests regarding personal data protection, please contact:

Cosmos International Training Institute (CITI), No.26, 2nd Street, Sri Padmavathy Nagar,  
Pattabiramapuram, Tiruttani - 631 209 Tiruvallur (Dt.), Tamil Nadu, India.

Email: [info@cosmostrg.com](mailto:info@cosmostrg.com) Phone: +91 - 97 87 87 28 66

## 7. Updates to the Policy

CITI reserves the right to update or amend this Data Protection Policy as necessary to reflect changes in legal or regulatory requirements or our data processing practices.



Managing Director

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