

## **Terms of Service**

PLEASE READ THE FOLLOWING TERMS OF USE AND DISCLAIMERS CAREFULLY BEFORE USING THIS WEB SITE

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Intento Associates maintains this Website (the "Site") for your personal use. Your access to and use of this Site is subject to the following Terms of Use. Intento Associates reserves the right to update these Terms of Use at any time without notice to you. The most current version of the Terms of Use may be accessed by clicking on the "Terms of Use" hypertext link located at the bottom of the Site. By using this Site, you accept, without limitation or qualification, these Terms of Use. If you do NOT agree to these Terms of Use, please do NOT use this Site.

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While Intento Associates strives to ensure that the information contained in this Site is accurate and reliable, Intento Associates makes no warranties or representations as to the accuracy, correctness, reliability or otherwise with respect to such information, and assumes no liability or responsibility for any omissions or errors in the content of this Site.

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**Privacy policy**

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**Indemnification**

You agree to defend, indemnify and hold Intento Associates harmless from and against any and all claims, damages, costs and expenses, including attorney's fees, arising from and related to your use of the Site.

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**Jurisdiction**

Intento Associates maintains and operates this Site from its offices in Navi Mumbai, Maharashtra, India. These Terms of Use are governed and interpreted under the laws of the India. By using this site you consent to the jurisdiction of the courts located in Mumbai, India for any action arising from these Terms of Use.

# Privacy statement

## *Who we are*

Intento Associates is a consultancy firm, provides expertise services for Project Planning & Monitoring, BIM with Augmented Reality and Contract Administration

## *Our commitment to privacy*

We take our responsibility to protect the personal information provided to us seriously. This statement explains how we do that. It sets out what we do with the personal information we hold, how we protect it, and it explains your privacy rights (if applicable).

## *If we change this Privacy Statement:*

Intento Associates might update this Privacy Statement from time to time. When we have to do this; the revised statement will be posted on this page, and where appropriate, by notification on our homepage. You should check this page from time to time to review any changes we have made.

## *The personal information we collect:*

When we collect personal information, we are open about how we will use it.

## *We collect information:*

- through our website or the website of our affiliates - for example names, addresses or email details.
- from meetings with staff or business contacts, such as exchanging business cards, or collecting information at conferences or business events.
- that you provide to us in connection with the services we provide

## *Our legal basis for processing your information*

We rely upon a number of different legal bases for processing personal information and special category personal information – these include processing personal information where it is in our legitimate interests to do so, where this is necessary for the fulfilment of a contract or where the processing is necessary to carry out our obligations under employment law. Where we rely on our legitimate interests, this means that we use personal information to run our business and to provide the services we have been asked to provide. We only collect information that has been supplied voluntarily, you do not have to provide us with personal information. However, if you do not provide us with information we need by law or require to do work, we may not be able to offer certain products and services.

### *How we use your information*

- We use your personal information in compliance with all the relevant laws and may use it in one or more of the following ways:
- We may use the contact information you supply to respond to your requests.
- We may use identification verification documents to meet with regulatory and legal requirements to verify who you are as a condition of providing Intento Associates services and products.
- We may use personal financial information to assess your eligibility for Intento Associates products and services.
- Where you give us consent, we use personal information to provide you with marketing and advertising about Intento Associates services
- Personal information may be used to inform you of services that may be of interest to you from Intento Associates.
- Personal information is used to make your online experience as smooth as possible – for example by setting cookies and tailoring what you see on the website.
- Personal information may be used to safeguard the security of our premises and those we maintain for third parties

### *Whom we share personal information with*

We may share your personal information with:

- Intento Associates employees who require it to perform their jobs.
- Organizations that support the products or services we provide to you.
- Anyone you give us permission to share it with.
- Official bodies to detect and prevent criminal activity e.g. money laundering, theft, fraud, terrorism, cybercrime.

We will never sell your personal information and we take steps to keep your details safe and secure.

### *Where we keep and process your information*

We might transfer and store the information we collect from you outside the India. It may be processed by staff or our suppliers outside the India. When we do this we aim to make sure the information is secure and properly protected.

### *Keeping your information safe*

We commit to maintaining the deployment of appropriate security to protect personal information wherever it is located, and whether it is in electronic or manual form. To do this we may use a variety of mechanisms depending on where the information is stored and the relationship between Intento Associates and any recipient organizations.

*How long we keep your information*

We endeavor to keep your information for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely.

## **REFUND AND CANCELLATION POLICY**

Thank you for buying a course with us. We want to make sure that our customers have an exceptional learning experience online. As with any online purchase experience, the below are the terms and conditions that govern the Refund Policy. When you buy a course on the [intentoassociates.com](http://intentoassociates.com) you agree to our Privacy Policy, Terms of Use and the conditions covered below.

### **Cancellation & Refunds: Online Training**

We understand that you can change your mind. We know that some of our courses might not be 100% relevant to you in your current need. That is why we give you the freedom to ask for a partial refund of your course fee within 24 hours of course activation. If the cancellation requested by the customer within 4 hours of subscribing, 90% of course fee paid will be refunded as credit which can be used only for the online course payment on [intentoassociates.com](http://intentoassociates.com). If the cancellation is done after 4 hours but before completion of 24 hours, 50% of the course fee will be deducted and balance will be refunded as credit which can be used only for the online course payment on [intentoassociates.com](http://intentoassociates.com) to your training account. If the cancellation is done by the customer after 24 hours of course activation no refund will be made. Note: If more than 2 Modules have been accessed, cancellation is not possible, and no refund will be provided.

### **Refunds: Duplicate payment**

Refund of the duplicate payment made by the customer will be processed via same source (original method of payment) within 7 to 21 working days after intimation by the customer.

**Note: All refunds will be processed within 30 days of approval and validation of refund request and it will be in the form of credit**