

Privacy Policy

Effective Date: 15th October 2024

At **Synodic Space Labs Private Limited** ("we", "us", or "our"), your privacy is very important to us. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information when you use our website [synodicspacelabs.com] (the "Site") and services. By accessing or using the Site, you agree to the terms outlined in this Privacy Policy.

1. Information We Collect

We collect the following types of information when you interact with our Site or use our services:

1.1 Personal Information

Personal information that you voluntarily provide to us, including but not limited to:

- Your name, email address, phone number, and other contact information.
- Information related to inquiries or requests you submit via forms on our Site.

1.2 Usage Data

We may collect information about how you interact with our Site, including but not limited to:

- Your IP address, browser type, operating system, and the pages you visit on the Site.
- Information on the time and date of your visits and how long you spend on our Site.
- Cookies and similar tracking technologies.

2. How We Use Your Information

We use the information we collect for the following purposes:

2.1 To Provide and Improve Our Services

- To respond to your inquiries and requests.
- To enhance the functionality and improve the performance of our Site.

2.2 Marketing and Communications

- To send you promotional emails and marketing materials (with your consent).
- To notify you of updates, special offers, and other information relevant to our services.

2.3 Analytics

- To analyze user behavior and usage trends to improve the user experience on our Site.

2.4 Legal Compliance

- To comply with any applicable legal obligations or in response to lawful requests from law enforcement agencies or regulators.

3. Sharing Your Information

We do not sell or rent your personal information to third parties. However, we may share your information in the following cases:

3.1 Service Providers

We may share your information with third-party service providers who assist us in operating the Site or providing services, such as hosting providers, marketing platforms, and data analytics services.

3.2 Legal Requirements

We may disclose your personal information if required by law or in good faith belief that such action is necessary to:

- Comply with a legal obligation.
- Protect and defend our rights or property.
- Prevent or investigate possible wrongdoing in connection with the Site.
- Protect the personal safety of users or the public.

4. Cookies and Tracking Technologies

We use cookies and similar tracking technologies to enhance your experience on our Site. Cookies are small data files stored on your browser or device. You can adjust your browser settings to block or delete cookies; however, this may affect your ability to use certain features of the Site.

Types of cookies we use include:

- **Essential Cookies:** Necessary for the operation of our Site.
- **Performance and Analytics Cookies:** Help us understand how visitors interact with our Site and improve its functionality.

5. Data Security

We implement appropriate technical and organizational measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. While we strive to safeguard your personal information, no system is 100% secure, and we cannot guarantee the absolute security of your data.

6. Your Rights

You have certain rights regarding the personal information we collect and hold about you, including:

- **Right to Access:** You may request access to the personal data we hold about you.
- **Right to Rectification:** You may request corrections or updates to your personal data.
- **Right to Erasure:** You may request the deletion of your personal data, subject to legal and regulatory obligations.
- **Right to Object:** You may object to certain data processing activities, such as receiving marketing communications.

To exercise any of these rights, please contact us using the details provided in the "Contact Us" section below.

7. Data Retention

We retain your personal information only for as long as necessary to fulfill the purposes outlined in this Privacy Policy, or as required by law. When your data is no longer needed, we will securely delete or anonymize it.

8. Children's Privacy

Our services are not directed to individuals under the age of 18, and we do not knowingly collect personal information from minors. If you are a parent or guardian and believe that your child has provided us with personal information, please contact us, and we will take steps to remove such information from our systems.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or applicable laws. We will notify you of any material changes by posting the updated Privacy Policy on this page, along with the "Effective Date" at the top of the document. Your continued use of the Site following the posting of any changes constitutes your acceptance of those changes.