

PRIVACY POLICY

Effective Date: 09/06/2027

Last Updated: 09/06/2027

1. INTRODUCTION

Mahananda Consultancy ("Company", "we", "our", or "us") respects your privacy and is committed to protecting your personal data.

This Privacy Policy describes how we collect, use, process, store, disclose, and protect information obtained from clients, prospective clients, website visitors, business partners, and other users of <https://mahanandaconsultancy.com> ("Website").

This Privacy Policy is intended to comply with applicable Indian laws, including the Digital Personal Data Protection Act, 2023 ("DPDP Act"), Information Technology Act, 2000, and related rules and regulations.

By accessing our Website, using our services, submitting information, or communicating with us, you agree to the practices described in this Privacy Policy.

2. ABOUT MAHANANDA CONSULTANCY

Mahananda Consultancy is an independent professional consultancy providing services including but not limited to:

- Income Tax Return (ITR) filing
- GST registration and compliance
- Company registration
- LLP registration
- MSME registration
- Accounting and bookkeeping
- Payroll services
- Tax planning and advisory
- Business compliance services
- Project reports
- Financial documentation assistance
- Professional consultancy and related services

Mahananda Consultancy is not a government authority and is not affiliated with any government department, ministry, regulator, or statutory authority unless expressly stated.

3. PERSONAL DATA WE COLLECT

Depending on the services requested, we may collect the following categories of information.

3.1 Personal Information

- Full name
- Email address
- Mobile number
- Residential address
- Business address
- Date of birth
- Photograph (where required)
- Signature (where required)

3.2 Identity and Regulatory Information

Where necessary for service delivery or legal compliance:

- PAN
- Aadhaar
- GSTIN
- CIN
- DIN
- Passport details
- Driving licence details
- Voter ID details
- Other government-issued identification information

3.3 Financial Information

- Bank account information
- Financial statements
- Salary details
- Income details
- Tax records
- GST records
- Accounting records
- Business financial information

3.4 Business Information

- Proprietorship information
- Partnership information
- Company information
- LLP information
- Director information
- Shareholder information

- Registration certificates
- Compliance-related documents

3.5 Technical Information

When you visit our Website, we may collect:

- IP address
- Browser type
- Device information
- Operating system
- Date and time of access
- Website usage information
- Referring URLs
- Cookie information

3.6 Communication Information

We may retain records of:

- Emails
 - WhatsApp messages
 - Contact forms
 - Telephone conversations
 - Customer support communications
 - Service-related communications
-

4. HOW WE COLLECT INFORMATION

We collect information through:

- Website forms
 - Contact forms
 - Consultation requests
 - Client onboarding processes
 - Email communications
 - WhatsApp communications
 - Telephone calls
 - Service agreements
 - Documents provided by clients
 - Government filing requirements
 - Cookies and analytics tools
-

5. PURPOSE OF PROCESSING

We process information for lawful purposes including:

Service Delivery

- Tax filing
- Registrations
- Accounting services
- Compliance management
- Advisory services
- Client support

Regulatory Compliance

- Identity verification
- Statutory filings
- Government registrations
- Legal compliance obligations

Business Operations

- Record keeping
- Service administration
- Website maintenance
- Fraud prevention
- Security monitoring

Customer Communication

- Service updates
- Compliance reminders
- Appointment scheduling
- Customer support

Marketing Communications

Where permitted by law, we may send:

- Newsletters
- Service announcements
- Regulatory updates
- Promotional communications

Users may opt out at any time.

6. LEGAL BASIS OF PROCESSING

We process personal data based on one or more of the following:

- Consent provided by you
 - Performance of a contract
 - Compliance with legal obligations
 - Protection of legal rights
 - Legitimate business interests
 - Other lawful grounds recognized under applicable law
-

7. DIGITAL PERSONAL DATA PROTECTION ACT COMPLIANCE

Mahananda Consultancy processes personal data in accordance with applicable provisions of the Digital Personal Data Protection Act, 2023 and related rules.

We endeavor to ensure that personal data is:

- Processed lawfully and fairly
 - Collected only for specified purposes
 - Limited to what is necessary
 - Kept reasonably accurate
 - Protected through appropriate safeguards
 - Retained only as long as necessary
-

8. SHARING OF INFORMATION

We may share information with:

Government Authorities

Including but not limited to:

- Income Tax Department
- GST Authorities
- Ministry of Corporate Affairs
- EPFO
- ESIC
- State Government Departments
- Courts and regulatory authorities

Professional Service Providers

- Technology vendors

- Cloud hosting providers
- Auditors
- Legal advisors
- Consultants
- Payment processors

Legal Requirements

Where required by law, regulation, court order, or governmental direction.

We do not sell personal information.

9. DATA RETENTION

We retain information only for as long as reasonably necessary for:

- Service delivery
- Legal compliance
- Regulatory obligations
- Audit requirements
- Dispute resolution
- Business record maintenance

Retention periods may vary depending on the nature of the information and applicable legal requirements.

10. COOKIES AND TRACKING TECHNOLOGIES

Our Website may use:

- Essential cookies
- Performance cookies
- Analytics cookies
- Security cookies

Cookies help us:

- Improve user experience
- Analyze Website performance
- Enhance Website security
- Understand visitor behavior

Users may disable cookies through browser settings; however, certain Website functionality may be affected.

11. CROSS-BORDER DATA TRANSFERS

Certain technology providers, cloud service providers, or software platforms used by Mahananda Consultancy may process or store information outside India.

Where such transfers occur, we take reasonable steps to ensure:

- Appropriate contractual safeguards
- Reasonable security standards
- Compliance with applicable laws

Such transfers remain subject to any restrictions or requirements imposed by applicable Indian law.

12. RIGHTS OF DATA PRINCIPALS

Subject to applicable law, you may have the following rights.

Right to Access Information

You may request information regarding:

- Categories of data processed
- Purposes of processing
- Data sharing activities

Right to Correction

You may request correction of inaccurate or incomplete personal information.

Right to Updating

You may request updates to outdated information.

Right to Erasure

You may request deletion of personal data where legally permissible.

Right to Withdraw Consent

Where processing relies upon consent, you may withdraw consent at any time.

Right to Grievance Redressal

You may submit complaints regarding privacy or data processing.

Right to Nominate

Where permitted by law, you may nominate another person to exercise applicable rights.

13. EXERCISING YOUR RIGHTS

Requests may be submitted using the contact details provided in this Privacy Policy.

For security purposes, we may require verification of identity before processing requests.

We will respond within timelines required by applicable law.

14. CHILDREN'S PRIVACY

Our services are not directed toward individuals under the age of 18.

We do not knowingly collect personal information from minors without lawful authorization.

15. DATA SECURITY

We implement reasonable technical, organizational, and administrative safeguards including:

- Access controls
- Password protection
- Secure storage systems
- Employee confidentiality obligations
- Security monitoring
- Vendor assessments
- Incident response procedures

While we strive to protect information, no method of transmission or storage can be guaranteed to be completely secure.

16. PERSONAL DATA BREACH RESPONSE

In the event of a personal data breach, we may take steps including:

- Investigating the incident
- Containing the breach
- Protecting affected systems
- Maintaining incident records

- Notifying affected individuals where required by law
- Notifying authorities where required by law

Nothing in this section shall be construed as an admission of liability.

17. THIRD-PARTY WEBSITES

The Website may contain links to third-party websites.

We do not control and are not responsible for:

- Third-party content
- Third-party privacy practices
- Third-party services

Users should review applicable third-party privacy policies independently.

18. GRIEVANCE REDRESSAL OFFICER

For privacy-related concerns, complaints, or requests:

Grievance Officer

Name: Kartick Shaw

Email: info@mahanandaconsultancy.com

Phone: [+91 9851932712](tel:+919851932712)

Address: [Najrulpally Baranilpur, Sripally, Purba Bardhaman -713103](#)

Users may contact the Grievance Officer regarding:

- Data access requests
 - Data correction requests
 - Consent withdrawal requests
 - Data deletion requests
 - Privacy complaints
-

19. CONSENT AND WITHDRAWAL OF CONSENT

By providing information, submitting documents, communicating with us, or using our Website and services, you consent to the collection and processing of your information as described in this Privacy Policy.

You may withdraw consent by contacting us using the details provided in this Privacy Policy.

Withdrawal of consent shall not affect the legality of processing undertaken before withdrawal.

20. CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify, update, or replace this Privacy Policy at any time.

Updated versions shall be published on the Website together with the revised effective date.

Continued use of the Website or services after publication constitutes acceptance of the revised Privacy Policy.

21. CONTACT US

Mahananda Consultancy

Website: <https://mahanandaconsultancy.com>

Email: info@mahanandaconsultancy.com

Phone: +91 9851932712

Address: Najrulpally Baranilpur, Sripally, Purba Bardhaman -713103

22. ACKNOWLEDGEMENT

By accessing the Website or engaging our services, you acknowledge that you have read, understood, and agreed to this Privacy Policy.