

## **Privacy Policy**

At Coli Spaces, we value and respect your privacy. This Privacy Policy outlines the types of information we collect from residents, guests, and visitors to our co-living space, how we use and protect that information, and your rights regarding your personal data. By accessing or using our services, you consent to the collection, use, and disclosure of your information as described in this Privacy Policy.

### **1. Information We Collect**

- 1.1. **Personal Information:** We may collect personal information such as your name, contact details, date of birth, emergency contact information, and payment information when you apply to become a resident, make a reservation, or use our services.
- 1.2. **Residence Information:** We may collect information about your stay, including move-in and move-out dates, preferences, and any issues or concerns related to your accommodation.
- 1.3. **Communication Data:** We may collect information when you contact us or communicate with us via email, phone, or other means. This may include records of correspondence and any feedback or inquiries you provide.
- 1.4. **Website and Analytics Data:** When you visit our website, we may collect certain information such as your IP address, browser type, device information, and usage data through cookies and similar technologies. This data helps us improve our website and provide a better user experience.

### **2. Use of Information**

- 2.1. **We use the information collected to:**
  - Process your application, reservations, and payments.
  - Provide and maintain our co-living services.
  - Communicate with you regarding your stay, inquiries, and updates.
  - Improve and personalize our services.

- Comply with legal obligations.

### 3. Data Sharing and Disclosure

#### 3.1. We may share your information with:

- Third-party service providers who assist us in delivering our services (e.g., payment processors, maintenance contractors).
- Law enforcement or government agencies when required by law or to protect our rights and the safety of others.
- Other residents within the co-living space for the purpose of facilitating community interactions, events, and amenities.

### 4. Data Security

4.1. We implement appropriate security measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction. However, no method of data transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

### 5. Your Rights

#### 5.1. You have the right to:

- Access, correct, update, or delete your personal information.
- Object to the processing of your personal information, including direct marketing.
- Withdraw your consent at any time, where we rely on your consent for processing.
- Lodge a complaint with a data protection authority if you believe we have violated applicable data protection laws.

### 6. Retention of Information

6.1. We will retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

### 7. Changes to this Privacy Policy

7.1. We reserve the right to modify or update this Privacy Policy at any time. We encourage you to review this Privacy Policy periodically for any changes.

Continued use of our services after any modifications or updates signifies your acceptance of the revised Privacy Policy.

## 8. Contact Us

8.1. If you have any questions, concerns, or requests regarding this Privacy Policy or your personal information, please contact us at +91 9115555840

By using our co-living space and services, you acknowledge that you have read and understood this Privacy Policy and agree to the collection, use, and disclosure of your personal information as described herein.