

Privacy Policy

Effective Date: August 2026

Last Updated: August 2026

1. Introduction

Welcome to **Cosmo Foundation** ("Cosmo Foundation", "we", "our", or "us"). Your privacy is important to us. This Privacy Policy explains how we collect, use, disclose, store, and protect your personal information when you visit www.cosmofoundation.in ("Website") or interact with us through our online forms and services.

Cosmo Foundation is committed to handling personal information responsibly, transparently, and in accordance with applicable laws of India.

By using our Website, you acknowledge that you have read and understood this Privacy Policy.

2. Who We Are

Cosmo Foundation

First Floor, Uppal's Plaza
M-6, Jasola District Centre
New Delhi – 110025
India

Email: contact@cosmofoundation.in

Website: www.cosmofoundation.in

3. Information We Collect

Depending on how you interact with our Website, we may collect the following information.

A. Information You Provide

Contact Us Form

When you contact us, we may collect:

- Full Name
- Email Address
- Phone Number
- Subject (if applicable)
- Message or enquiry

Careers

When applying for employment opportunities, we may collect:

- Full Name
- Email Address
- Phone Number
- Current Location
- Educational Qualification
- Current Organisation
- Total Professional Experience
- LinkedIn Profile
- Resume/CV
- Any additional information voluntarily shared by you

This information is used solely for recruitment and employment-related purposes.

Volunteer With Us

When expressing interest in volunteering, we may collect:

- Full Name
- Email Address
- Phone Number
- Location
- Current Profile (Student, Professional, etc.)
- Organisation Name (where applicable)
- Preferred Volunteering Area
- Preferred Mode (Online, Offline, Hybrid)
- Preferred Location
- Information describing how you wish to contribute

Partner With Us

When submitting a partnership enquiry, we may collect:

- Full Name
- Email Address
- Mobile Number
- Organisation Name
- Designation
- Type of Organisation
- Area of Partnership Interest
- Preferred Partnership Model
- Preferred Location
- Organisation Profile
- Partnership Proposal

Donation Enquiry

Our Website **does not accept online donations or process payments.**

If you wish to support Cosmo Foundation, you may submit a donation enquiry form. We may collect:

- Name
- Email Address
- Phone Number

- Organisation (if applicable)
- Donation enquiry details

A member of our team may contact you to discuss your enquiry.

No payment information, debit card details, credit card details, banking information, or online transaction information is collected through this Website.

Newsletter Subscription

If you subscribe to our newsletter, we collect:

- Email Address

You may unsubscribe at any time using the unsubscribe option provided in our communications or by contacting us.

4. Information Collected Automatically

When you browse our Website, certain technical information may be collected automatically, including:

- Browser type
- Device information
- Operating system
- IP address
- Pages visited
- Time spent on pages
- Referring website
- General website usage statistics

This information helps us improve the Website and user experience.

5. Cookies and Analytics

Our Website uses cookies and similar technologies to enhance functionality and understand how visitors use our Website.

We currently use **Wix Analytics** to understand website traffic, visitor engagement, and overall website performance.

Cookies may be used to:

- Maintain website functionality
- Improve performance
- Analyse visitor behaviour
- Remember certain preferences

For more information, please refer to our **Cookie Policy**.

6. How We Use Your Information

We may use your information to:

- Respond to enquiries
- Process career applications
- Evaluate volunteer applications
- Review partnership proposals
- Respond to donation enquiries
- Send newsletters (where subscribed)
- Improve our Website
- Maintain website security
- Analyse website performance
- Comply with legal obligations
- Communicate regarding our programmes and initiatives where appropriate

We only use personal information for legitimate organisational purposes.

7. Sharing of Information

We do not sell, rent, or trade personal information.

We may share information with:

- Authorised Cosmo Foundation personnel
- Service providers assisting with website operations
- Technology providers supporting the Website
- Government authorities where legally required

Any third-party service providers are expected to protect personal information appropriately.

8. Data Security

We implement reasonable administrative, technical, and organisational safeguards designed to protect personal information against:

- Unauthorised access
- Unauthorised disclosure
- Loss
- Misuse
- Alteration
- Destruction

While we strive to protect your information, no internet transmission or electronic storage system can be guaranteed to be completely secure.

9. Data Retention

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

- Respond to your enquiry
- Process applications
- Maintain organisational records
- Comply with legal requirements
- Resolve disputes
- Protect our legitimate interests

When information is no longer required, we take reasonable steps to securely delete or anonymise it.

10. Third-Party Links

Our Website may contain links to external websites for your convenience.

Cosmo Foundation is not responsible for the privacy practices, content, or security of third-party websites. Visitors are encouraged to review the privacy policies of those websites before providing personal information.

11. AI-Generated Images and Website Visuals

Some illustrations, graphics, banners, or visual elements used on this Website may be created using artificial intelligence (AI) or other digital design tools for illustrative or design purposes.

Unless specifically identified as actual programme photographs, such visuals should not be interpreted as depicting real beneficiaries, volunteers, partners, communities, events, or project locations.

Actual programme photographs, where used, represent Cosmo Foundation's initiatives and are displayed with appropriate permission where applicable.

12. Children's Privacy

Our Website is intended for general audiences.

We do not knowingly collect personal information directly from children through this Website without appropriate consent where required. If you believe personal information relating to a child has been submitted inadvertently, please contact us so appropriate action can be taken.

13. Your Choices

You may:

- Request access to information you have provided
- Request correction of inaccurate information
- Request deletion where legally permissible
- Unsubscribe from newsletters at any time
- Contact us regarding questions about your personal information

We will consider such requests in accordance with applicable laws.

14. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect operational, legal, or technological changes.

The "Last Updated" date at the top of this page indicates when revisions were made. Continued use of the Website after updates constitutes acceptance of the revised Privacy Policy.

15. Contact Us

If you have any questions regarding this Privacy Policy or how your information is handled, please contact:

Cosmo Foundation

First Floor, Uppal's Plaza
M-6, Jasola District Centre
New Delhi – 110025
India

Email: contact@cosmofoundation.in

Website: www.cosmofoundation.in