

NotarEase Privacy Policy

Last updated: 13 October 2024

How we collect, manage, use and process your Personal Information.

Thank you for visiting www.notarease.com, a Website that hosts NotarEase. NotarEase provides the facility of online electronic notarisation of your documents through registered Notaries. In this Privacy Policy, terms such as “we”, “us”, “our” or similar expressions shall mean NotarEase and any use of the words “User”, “you”, “yours” or similar expressions shall mean any user of NotarEase, including Users of this Website. “Users” refers to users of NotarEase / the Website as a collective.

NotarEase is committed to protect the privacy of our Users. This Privacy Policy outlines how we collect, use, and safeguard your Personal Information when you use our online notarisation facility at www.noterease.co.

1. Information We Collect

1.1. Personal Information

We may *inter alia* collect the following Personal Information when you use our Website, create an account, make a purchase to notarise your documents or go through the process of electronic notarisation:

- 1.1.1. Name
- 1.1.2. Email address
- 1.1.3. Phone number
- 1.1.4. Address
- 1.1.5. Other contact information
- 1.1.6. Any information provided by you in documents submitted on NotarEase
- 1.1.7. Photographs / videos (such as those submitted by you or taken by us during your use of NotarEase)
- 1.1.8. Payment details
- 1.1.9. Identification details (such as your Aadhaar card or other ID card details)
- 1.1.10. Documents that need to be notarised

1.2. Usage Information

We automatically collect certain information about how you interact with our Website, including:

- 1.2.1. IP address
- 1.2.2. Browser type

- 1.2.3. Page(s) visited
- 1.2.4. Time spent on specific page(s)

2. How We Use Your Information

- 2.1. To process and fulfil your requests
- 2.2. To communicate with you about your request and account
- 2.3. To verify your identity
- 2.4. To provide our services
- 2.5. To comply with laws and regulations
- 2.6. To improve our Website and services
- 2.7. To send promotional emails and offers (you can opt-out)
- 2.8. To serve advertisements, using third-party advertising companies, in line with your preferences
- 2.9. We retain your Personal Information, that is either provided by you or collected by us, where we have a legitimate business purpose and/or a lawful obligation / basis to do so.

3. Information Processing

3.1. Third parties that we share information with

We use certain third party services in order to enable us in effectively and efficiently providing the services on the NotarEase platform as described above. These third parties have their own privacy policies and you must read and understand their privacy policies in order to understand how they collect, manage and process data, including Personal Information.

3.1.1. eMudhra

- 3.1.1.1. We use eMudhra to provide the facility of electronically signing documents. Information collected by us may also be shared with eMudhra.
- 3.1.1.2. The privacy policy of eMudhra can be found here: [Privacy Policy | eMudhra](#) .

3.1.2. Amazon Web Services (AWS)

- 3.1.2.1. We use Amazon Web Services for storage of data, hosting of the Website, overall monitoring of the platform that includes database management, media services, payment gateways and storage. The data collected through such services is stored and managed by the AWS in line with their privacy policies, which can be accessed on their respective website.
- 3.1.2.2. Privacy policy of Amazon Web Services (AWS) can be found here: <https://aws.amazon.com/privacy/>

3.1.3. Google

- 3.1.3.1. We also use Google services that enable us to communicate, email and store data pertaining to the Users.
- 3.1.3.2. Privacy Policy of Google can be found here: [Privacy Policy – Privacy & Terms – Google](#)

We shall assume no liability for the use of your Personal Information by such third parties, or any liability arising out of the presence / use of third-party links on the NotarEase platforms. Such links shall be governed by their respective privacy policies. It is recommended that you read those privacy policies judiciously.

3.2. Other situations where we may share your Personal Information

In certain other situations, we may share your Personal Information with other parties, such as:

- 3.2.1. When required by law
- 3.2.2. When required by a law enforcement agency
- 3.2.3. When required by an order of a court or any other competent authority
- 3.2.4. To protect our own rights and safety
- 3.2.5. In order to protect the rights and safety of our Users

4. Your Rights

- 4.1. You may request us to update, correct or delete your Personal Information by reaching out to us at the redressal email: hello@notarease.com.
- 4.2. You may request us to not process your Personal Information or restrict the processing of your Personal Information. Such a request may be raised by sending an email to the email address provided below. However, such restrictions may affect your usage of NotarEase and may not always be possible.
- 4.3. You may choose to withdraw your consent for processing of Personal Information at any time.
- 4.4. We may not always be able to carry out your request in certain circumstances such as when required by law, a law enforcement agency, by an order of a court / competent authority, in order to protect our own rights / interests or to protect the interests of our Users.
- 4.5. In case you are aggrieved by the manner in which your Personal Information has been processed by us, you may reach out to us at hello@notarease.com.

Note: By using and registering on NotarEase, you represent that either you are aged 18 years or older, or have attained at least the age of majority in your state or country of

residence, or that you are the age of majority in your state or country of residence and you have given your consent to allow any of your minor dependents to use NotarEase.

5. Security

We take reasonable measures to protect your Personal Information from unauthorised access or disclosure. We may use third-party service providers for data management and storage. Privacy policies of these third-party service providers have been linked above for your reference.

6. Cookies

We use cookies to enhance your experience on our Website. You can control cookies through your browser settings.

7. Changes to This Privacy Policy

We may update this Privacy Policy to reflect changes in our practices or for other operational, legal, or regulatory reasons. We will inform you, when your contact information is available with us, when the Privacy Policy undergoes material changes.

8. Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at hello@notarease.com. We typically respond to such requests between 3 to 5 working days.