

## **Website Policies**

### **Terms and Conditions**

Efforts have been made to ensure accuracy of data on this portal. However these need to be verified by and supplemented with documents issued finally by the concerned authorities. Please note that this portal also provides link to other websites / web pages of Government Ministries/ Departments/ Organisations. The content of these websites are owned by the respective organisations and they may be contacted for any further information or suggestion. This disclaimer is valid for all pages in this portal.

In no event will PWD be liable for any expense, loss or damage including, without limitation, indirect or consequential loss or damage, or any expense, loss or damage whatsoever arising from use, or loss of use, of data, arising out of or in connection with use of this Portal.

These policies shall be governed by and construed in accordance with the IT Act 2000 and its amendments thereafter. Any dispute arising under these policies shall be subject to the exclusive jurisdiction of the courts of Punjab.

### **Hyperlinking Policy**

We do not object to you linking directly to the information that is hosted on our portal and no prior permission is required for the same. However, we would like you to inform us about any links provided to our portal so that you can be informed of any changes or updations therein. Also, we do not permit our pages to be loaded into frames on your site. Our portal's pages must load into a newly opened browser window of the user.

### **Privacy Policy**

This portal does not automatically capture any specific personal information from you (like name, phone number or e-mail address), that allows us to identify you individually.

If the portal requests you to provide personal information, you will be informed for the particular purpose for which the information is being gathered and adequate security measures will be taken to protect that information.

We do not sell or share any personally identifiable information volunteered on the portal to any third party (public/private). Any information provided to this portal will be protected from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

We gather certain information about the user, such as Internet protocol (IP) addresses, domain name, browser type, operating system, the date and time of the visit and the pages visited. We make no attempt to link these addresses with the identity of individuals visiting our site unless an attempt to damage the site has been detected.

### **Copyright Policy**

Material featured on this portal may be reproduced free of charge after taking proper permission by sending a mail to us. The material has to be reproduced accurately and not be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged, after having taken a formal permission from us.

### **Content Contribution, Moderation & Approval Policy (CMAP)**

The objective behind the PWD Web Directory is to provide a single point source to know about the information relating to PWD at all levels across the State. This website is maintained by M/s SoftTech Engineers Ltd. The content in this website is the result of a collaborative effort of various offices, circles, divisions & sub-divisions of PWD. A web based Content Management System (CMS) is used to add, update and maintain the website URLs.

### **Content Review Policy (CRP)**

All possible efforts are taken to keep up-to-date URLs of the Websites This Content Review Policy defines the roles and responsibilities of the PWD Web Directory content review and the manner in which it need to be carried out. Review Policies are defined for the diverse content elements.