

Privacy Policy

Manjeet Kumar & Co. (Chartered Accountants)

Version: 1.1

Last Updated: 19 January 2026

Manjeet Kumar & Co. (“Firm”, “we”, “our”, or “us”) is committed to protecting the privacy, confidentiality, and security of personal data entrusted to us. This Privacy Policy describes how we collect, use, process, store, disclose, and protect personal data when you visit our website www.mkcpro.in or avail our professional services.

This Privacy Policy is framed in accordance with the **Digital Personal Data Protection Act, 2023** and the rules and guidelines issued thereunder in **2024**, along with applicable professional and statutory obligations.

1. Scope & Applicability

This Privacy Policy applies to:

- Visitors to our website
- Clients and prospective clients
- Any individual whose personal data is processed by the Firm in the course of professional engagement

By accessing our website or sharing information with us, you acknowledge and consent to the practices described in this Privacy Policy.

2. Personal Data We Collect

We may collect and process the following categories of personal data:

a) Personal Identification Data

- Name
- Email address
- Phone number
- Address

- Organization and designation

b) Professional, Financial & Statutory Data

Collected in the course of rendering professional services, including but not limited to:

- PAN, GSTIN, CIN, DIN (where applicable)
- Financial statements, tax records, audit data
- Business, accounting, and compliance-related documents

c) Technical & Usage Data

When you visit our website:

- IP address
 - Browser and device details
 - Pages visited and time spent
(This information is used only for website analytics and security.)
-

3. Purpose of Processing Personal Data

Personal data is processed only for lawful purposes, including:

- Providing audit, taxation, advisory, compliance, and representation services
 - Responding to queries and communications
 - Meeting legal, regulatory, and professional obligations
 - Maintaining client records and internal documentation
 - Improving website performance and user experience
-

4. Consent & Lawful Use (DPDP Compliance)

Personal data is collected and processed:

- With **consent** of the Data Principal, or
- For **legitimate uses** permitted under the DPDP Act, including legal compliance and professional obligations

You may withdraw consent at any time, subject to statutory, regulatory, and professional record-keeping requirements.

5. Confidentiality & Professional Ethics

As a firm of Chartered Accountants, we are bound by strict confidentiality requirements under:

- The Chartered Accountants Act, 1949
- ICAI Code of Ethics
- Applicable laws and regulations

All client data is treated as **confidential**, except where disclosure is:

- Required by law or regulatory authorities
 - Authorized by the client
 - Necessary for service delivery under professional engagement
-

6. Sharing & Disclosure of Personal Data

We do **not** sell, rent, or commercially exploit personal data.

Personal data may be shared only:

- With government, tax, judicial, or regulatory authorities as required by law
 - With trusted third-party service providers (IT systems, cloud storage, professional support) under confidentiality and data protection obligations
 - With professional associates strictly for service delivery
-

7. Data Security Safeguards

We implement reasonable technical and organizational measures to protect personal data against:

- Unauthorized access
- Loss, misuse, alteration, or disclosure

While we take appropriate safeguards, no system is completely secure, and absolute security cannot be guaranteed.

8. Data Retention

Personal data is retained only:

- For the duration necessary to fulfill the purpose of processing
 - As required under applicable laws, regulations, or professional standards
 - For statutory record-keeping and audit requirements
-

9. Rights of Data Principals (DPDP Act)

Subject to applicable law, you have the right to:

- Access information about personal data processed by us
- Request correction or updating of inaccurate data
- Withdraw consent for future processing
- Seek grievance redressal

Requests may be made using the contact details provided below.

10. Cookies & Website Analytics

Our website may use cookies or similar technologies for functional and analytical purposes. You may control or disable cookies through your browser settings.

11. Third-Party Websites

Our website may contain links to external websites. We are not responsible for the privacy practices, policies, or content of third-party websites.

12. Changes to This Privacy Policy

This Privacy Policy may be updated from time to time to reflect changes in law, regulations, or business practices. Updates will be published on the website with a revised version number and date.

13. Contact & Grievance Redressal

For any queries, requests, or grievances related to this Privacy Policy or personal data processing, please contact:

Manjeet Kumar & Co.

Chartered Accountants

 Email: [insert official email]

 Website: www.mkcpro.in

CX