Privacy Policy

Enlight Advisory · Version 1.0 · Last updated: 19 September 2026

1. Who we are

Enlight Advisory is a sole proprietary concern of Bijoy Ramaswamy, carrying on an independent advisory practice from Kakkanad, Ernakulam, Kerala, India. In this policy, "we", "us" and "our" mean Enlight Advisory, and "you" means any person who visits this website or contacts us through it.

For the purposes of the Digital Personal Data Protection Act 2023, we are the Data Fiduciary in respect of personal data collected through this website, and you are the Data Principal.

Our full contact details, and those of our Grievance Redressal Officer, are at the end of this policy.

2. What this policy covers, and what it does not

This policy covers personal data we collect through this website — the enquiry form, our web server logs, and any correspondence that follows from them.

It does not cover personal data we handle inside a client engagement. Where a client instructs us on work that involves personal data belonging to that client's employees, customers or counterparties, we act on the client's documented instructions and our obligations are set out in the engagement letter and the data processing terms agreed with that client, not in this policy.

3. The personal data we collect

From our enquiry form:

- Your name
- Your email address
- Your contact number
- Your organisation
- The area of interest you select
- Anything you choose to write in the message field

Automatically, from our web server logs: your IP address, browser type and version, operating system and device type, the page that referred you, the pages you viewed, and the date and time of your visit.

From correspondence: if you email or telephone us, we hold what you send us and a record of the exchange.

That is the complete list.

4. What we do not collect, and what we do not do

- We do not collect financial account details, card numbers or payment information through this website.
- We do not collect government identifiers, biometric data or health data through this website.
- We do not operate user accounts, logins or a newsletter on this website.
- We do not sell, rent, trade or licence personal data to anyone, for any purpose.

- We do not use this website for advertising, retargeting or behavioural profiling.
- We do not make automated decisions about you, and no algorithm evaluates your enquiry.
- We do not buy contact data or add you to any list because you visited this website.

5. Why we process it

We process the personal data you give us for these purposes and no others:

- To read your enquiry and respond to it
- To assess whether we are able to assist you, and on what terms
- To continue a conversation you have begun with us
- To keep a record of enquiries received and engagements accepted or declined
- To meet record-keeping obligations under tax and other applicable law

We process server log data to keep the website available and secure, and to investigate misuse if it occurs.

If we ever want to use your data for a purpose not listed here, we will ask you first.

6. Consent, and how to withdraw it

We process the data you submit through the enquiry form on the basis of your consent, given when you tick the consent box before submitting. We do not process it unless you do.

You can withdraw that consent at any time by emailing our Grievance Redressal Officer at bijoy@enlightadvisory.com. Withdrawal is as easy as consent was: one message, no form, no reason required, no cost.

When you withdraw consent we will stop processing your data and delete it, unless we are required by law to keep it — in which case we will tell you what we are keeping and why.

Withdrawing consent does not make anything we did before the withdrawal unlawful.

7. Who we share it with

We share personal data only with the following, and only so far as necessary:

- Our website hosting provider, [hosting provider name], which stores form submissions and server logs on our behalf
- Our email service provider, [email provider name], through which correspondence passes
- Our professional advisers, where we need advice about a matter that involves your data
- Any authority to whom we are required by law to disclose it — and where we are permitted to tell you, we will

We share it with nobody else. There are no advertising networks, data brokers, analytics providers or marketing platforms in that list, because we do not use any.

8. Transfers outside India

This website loads typefaces from Google's font servers. Although this does not itself involve any cookie being set by us, loading those resources may involve your browser communicating with Google and transmitting information such as your IP address, which may be processed on servers located outside India.

Your electronic correspondence data may be transferred to and stored on cloud infrastructure located outside the territory of India for the purpose of hosting our enterprise email and communication services. We ensure that all such transfers comply with the relevant provisions of the Digital Personal Data Protection Act 2023, and any rules or directions issued under it by the Government of India.

If any regulatory restriction or notification issued by the Government of India affects our current infrastructure partners, we will promptly modify our data storage arrangements to maintain continuous legal compliance.

9. How long we keep it

DATA	RETENTION
Enquiries received through this website	Twelve months from our last correspondence with you, then deleted
Correspondence arising from an enquiry	Twelve months from the last exchange, then deleted
Web server logs	Twelve months, then overwritten

If an enquiry leads to an engagement, the personal data associated with it is from that point held under the engagement letter and the terms agreed with that client, and is no longer governed by this policy.

You can ask us to delete your data sooner than any of these periods, and unless a law requires us to keep it, we will.

10. How we protect it

This website is served over an encrypted connection. Access to form submissions and correspondence is limited to the principal of the practice. Our hosting and email providers maintain their own technical and organisational controls, and we evaluate them on a regular basis.

We are committed to protecting the personal data we process. We implement appropriate technical and organisational security measures proportionate to the nature of the data collected — primarily business contact information — to safeguard it against unauthorised access, alteration, disclosure or destruction. While no digital environment can be guaranteed as entirely secure, we continuously monitor and update our security protocols to maintain robust data protection standards in alignment with the Digital Personal Data Protection Act 2023.

11. Your rights

You have the right to:

- Ask what personal data of yours we hold, and obtain a summary of it and of how it has been processed
- Have inaccurate or incomplete data corrected, completed or updated
- Have your data erased

- Withdraw your consent, as described in section 6
- Nominate another person to exercise these rights on your behalf if you are unable to
- Have a grievance about our handling of your data heard and answered

To exercise any of these, write to our Grievance Redressal Officer. The procedure, the verification we will ask for, and our response times are set out on our Grievance Officer page. There is no fee.

12. Cookies

At the date of this policy, this website sets no cookies of its own and uses no analytics, advertising or tracking technology. Our Cookie Policy explains this in full, and we will update it before any changes are incorporated.

13. Children

This website and our professional services are directed at business entities, corporate officers, and individuals who are at least eighteen years of age. We do not intentionally or knowingly solicit, process or collect personal data from children or individuals under the age of eighteen.

If you are a parent or legal guardian and believe that a minor has inadvertently provided us with their personal data without verifiable parental consent, please notify our Grievance Redressal Officer immediately. We will take prompt steps to securely delete such information from our active databases and cloud infrastructure in compliance with our statutory obligations.

14. If something goes wrong

In the event of a personal data breach affecting your personal data, we will notify you without undue delay through your registered communication channels, in accordance with applicable law. That notification will include:

- the nature, extent and timing of the personal data breach
- the likely consequences or risks arising from the breach
- the measures taken by us to contain, mitigate and address the breach
- the measures, if any, that you may take to protect your interests and personal data
- the contact details of the person or designated point of contact from whom further information or assistance may be obtained

We maintain appropriate procedures for identifying, assessing, containing, documenting and reporting personal data breaches and other cybersecurity incidents. Where required under applicable law, we will notify the competent statutory, regulatory or governmental authorities within the applicable timelines and in the manner prescribed by law.

15. Grievances

If you are unhappy with how we have handled your personal data, contact our Grievance Redressal Officer:

Bijoy Ramaswamy, Grievance Redressal Officer, Enlight Advisory

bijoy@enlightadvisory.com · +91 9895303953 · Kakkanad, Ernakulam – 682021, Kerala.

We will acknowledge within three working days and respond substantively within thirty days. If we cannot resolve it in that time we will tell you why and when we expect to.

If our answer does not satisfy you, you may complain to the Data Protection Board of India, in the manner the Board prescribes, once the relevant provisions of the Act are in force.

16. Changes to this policy

We will update this policy when what we do changes, or when the law does. The date at the top tells you when it last changed. If a change materially affects how we handle data you have already given us, we will tell you directly rather than rely on you noticing.

17. Contact

Enlight Advisory, Kakkanad, Ernakulam, Kerala 682021, India

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