



Privacy Policy

ResearchEdit4U Solutions Private Limited

Website: www.researchedit4u.in

Effective date	1 st October 2025
Last updated	1 st April 2026
Primary contact	info@researchedit4u.in +91 8093778526
Location	Bhubaneswar, Odisha

This Policy explains how we collect, use, store, disclose, protect, and retain personal data when clients, website visitors, and other users interact with ResearchEdit4U.

Important operational note

Where any law, statutory rule, regulator direction, contractual obligation, or court order requires a higher standard than this Policy, ResearchEdit4U will follow that higher requirement to the extent legally applicable.

1. Who We Are

ResearchEdit4U Solutions Private Limited (“ResearchEdit4U”, “RE4U”, “we”, “our”, “us”) provides research, editorial, publication support, formatting, analysis, presentation, consultation, and related academic or professional support services through its website and business operations.

For purposes of this Policy, ResearchEdit4U acts as the organisation deciding why and how personal data is processed in connection with its own website, enquiries, client onboarding, project management, billing, support, and compliance functions.

2. Scope of This Policy

This Policy applies to personal data collected through our website, contact forms, email, phone, messaging channels, consultations, quotations, invoices, contracts, service delivery workflows, customer support interactions, and any other lawful business engagement with us.

This Policy covers personal data of website visitors, prospective clients, existing clients, institutional contacts, business partners, and other individuals who interact with us in a professional or commercial context.

3. Personal Data We May Collect

- Identity and contact data, such as name, email address, phone number, organisation, country, and communication details.
- Project and service-related data, such as manuscript files, research materials, presentation files, instructions, deadlines, subject area, publication goals, and service preferences.
- Billing and transaction data, such as invoice details, payment confirmations, tax information, and basic transaction references.
- Technical and website-use data, such as IP address, browser type, device information, access logs, cookie-related data, and website interaction data.

- Support and communication records, such as emails, calls, chats, enquiry history, complaints, grievance submissions, and feedback shared with us.

We ask clients not to share unnecessary sensitive personal data. Where a project file itself contains personal information, the client remains responsible for ensuring that such sharing is lawful and necessary for the requested service.

4. Why We Collect and Use Personal Data

- To respond to enquiries, consultations, and quotation requests.
- To evaluate service requirements and onboard a client or institution.
- To deliver contracted services, manage project workflows, and communicate on project progress.
- To process billing, payments, tax records, receipts, and financial reconciliations.
- To maintain service quality, train internal teams, manage disputes, and document instructions or approvals.
- To operate, secure, monitor, troubleshoot, and improve our website, systems, and user experience.
- To comply with legal, regulatory, contractual, accounting, taxation, fraud-prevention, and cyber-security obligations.

We process personal data only for lawful business purposes connected to our services and operations, and only to the extent reasonably necessary for those purposes.

5. Legal Basis and Consent

Where consent is the appropriate basis for collection or processing, we seek it through website submission, email confirmation, written instructions, contract approval, payment-linked confirmation, or other clear affirmative action. Where permitted by law, we may also process personal data where it is necessary for performance of a contract, compliance with legal obligations, protection against fraud or misuse, or other legitimate business purposes recognised under applicable law.

If you choose not to provide information that is reasonably necessary for quotation, onboarding, identity confirmation, payment processing, or service delivery, we may be unable to provide the requested service or may provide it only in a limited manner.

6. Cookies, Logs, and Website Analytics

Our website may use cookies, analytics tools, security logs, and similar technologies to operate the site, understand usage patterns, improve performance, and protect systems against misuse or cyber threats.

You may control cookies through your browser settings. However, disabling certain cookies or similar technologies may affect website performance, user convenience, or certain features.

7. Disclosure of Personal Data

We do not sell personal data. We may disclose personal data only on a need-to-know basis and only for lawful business reasons, such as:

- to internal employees, reviewers, editors, analysts, project managers, or consultants involved in the service;
- to payment processors, technology providers, cloud or email service providers, website or security vendors, and other service providers supporting our operations;
- to auditors, accountants, legal advisers, compliance professionals, or insurers;
- where disclosure is required by law, court order, regulatory direction, law-enforcement request, or government authority;
- where disclosure is reasonably necessary to establish, exercise, defend, or investigate legal claims, fraud, cyber incidents, misuse, or payment disputes.

Where third-party service providers process data for us, we expect them to maintain reasonable confidentiality and security standards appropriate to the nature of the data handled.

8. International Transfers

Because our operations may involve international clients, cloud-based tools, email systems, payment infrastructure, or service providers located in or outside India, personal data may be processed in multiple jurisdictions. Where such transfer occurs, we will take reasonable contractual, technical, or organisational steps appropriate to the nature of the processing and applicable law.

9. Data Retention

We retain personal data only for as long as reasonably necessary for service delivery, support, recordkeeping, compliance, audit, taxation, payment reconciliation,

cyber-security, and dispute management. Retention periods may vary depending on the nature of the service, legal requirements, risk profile, and operational need.

Where data is no longer required, we may delete, anonymise, archive, or securely restrict access to it, subject to legal, tax, audit, fraud-prevention, or cybersecurity obligations.

10. Data Accuracy and Client Responsibility

Clients and users should provide accurate and updated information. ResearchEdit4U is not responsible for inaccuracies in information supplied by a user, client, institution, or third party acting on their behalf. Where feasible, we may correct or update information upon a reasonable written request and subject to lawful verification.

11. Data Security

We maintain reasonable administrative, technical, and organisational safeguards designed to protect personal data against unauthorised access, misuse, alteration, loss, accidental disclosure, or unlawful destruction. These measures may include access controls, role-based access, password protection, device security, vendor controls, backup practices, secure communication channels, and incident-response procedures.

No system can be guaranteed fully secure. Therefore, while we take reasonable steps to protect data, we cannot guarantee absolute security of internet-based transmission, third-party networks, or systems outside our control.

12. Cybersecurity Response

Where a cybersecurity incident affects our systems or personal data, we may investigate, contain, assess, document, and respond to the incident, including preserving logs, engaging technical experts, notifying relevant service providers, and making disclosures required by law or regulator directions. Users should also notify us promptly if they suspect unauthorised use of their account, email, documents, or payment interactions involving ResearchEdit4U.

13. Your Rights and Choices

Subject to applicable law and reasonable verification, you may request access, correction, update, deletion, withdrawal of consent where consent is the basis, or grievance review in relation to personal data held by us. These rights are not absolute

and may be limited where retention or processing is required by law, contract, tax, audit, fraud-prevention, dispute handling, or cybersecurity obligations.

To exercise any such right, please contact us using the details in this Policy. We may request reasonable identity verification before acting on any request.

14. Children and Minors

Our services are not directed to children for independent purchase or use. If a minor's data is shared with us by a parent, guardian, school, institution, or lawful authorised person, such sharing must be lawful and necessary for the relevant purpose. We may decline services where handling such data creates legal, ethical, or compliance risk.

15. Third-Party Links and Platforms

Our website, emails, or communications may contain links to third-party websites, payment pages, file-sharing tools, or social platforms. We are not responsible for the privacy practices of third parties, and users should review the privacy terms of those third parties separately before sharing information on external platforms.

16. Marketing and Business Communications

We may send service-related, quotation-related, project-related, billing-related, or compliance-related communications. We may also send limited marketing or business development communications where lawful. You may opt out of non-essential promotional communication, but operational or transaction-related communication may still be sent where necessary.

17. Grievance and Contact Details

For privacy-related questions, access requests, correction requests, consent withdrawal, grievances, or complaints, please contact:

Company	ResearchEdit4U Solutions Private Limited
Email	info@researchedit4u.in
Phone	+91 8093778526
Location	Bhubaneswar, Odisha 751020

We aim to review privacy grievances within a reasonable period and, where applicable, in line with statutory timelines. If a grievance requires identity verification, additional facts, or technical investigation, response time may reasonably vary.

18. Policy Changes

We may update this Policy from time to time to reflect changes in law, regulation, business operations, service model, technology, security practice, or risk management. The latest version published by us will govern from its stated effective date unless a different date is expressly specified.

19. Governing Law

This Policy shall be interpreted in accordance with applicable laws of India. Any dispute relating specifically to privacy, data handling, or this Policy shall be handled subject to the governing law and jurisdiction framework stated in our Terms & Conditions or other applicable contract, unless mandatory law requires otherwise.

20. Internal Compliance Notes for Deployment

This page is ready for client-facing deployment. Before publishing, the company should ensure that internal practice matches the published policy, especially for access control, consent handling, data deletion workflow, vendor confidentiality, grievance handling, and cybersecurity logging. If the company appoints a named Grievance Officer or Privacy Contact, the website should be updated accordingly for stronger operational compliance.

Quick Privacy Commitments Summary

Commitment	What it means
Collect only what is needed	We collect personal data mainly for enquiries, project delivery, billing, support, compliance, and website operation.
Use data for lawful business purposes	We use personal data only for legitimate and disclosed business functions connected with our services.
Do not sell personal data	We do not trade client or visitor personal data for commercial sale.
Protect data reasonably	We use reasonable technical and organisational measures to reduce misuse, unauthorised access, and loss.
Limit disclosure	We disclose data only where necessary for delivery, support, professional advice, vendor support, compliance, or legal process.
Respect lawful requests	Subject to law and verification, users may request access, correction, deletion, consent withdrawal, or grievance review.

End of Privacy Policy