# Data Protection & Confidentiality Policy - India

## 1. Purpose

To safeguard personal, financial, and confidential company information, ensuring compliance with Indian data protection laws and protecting organizational interests.

## 2. Scope

This policy applies to all employees, contractors, vendors, and third-party service providers handling company or customer data.

## 3. Data Covered

- Personal Data: Employee and customer details such as name, address, contact number, ID proofs.
- Sensitive Personal Data: Financial information, medical history, passwords, biometrics.
- Confidential Business Data: Trade secrets, client lists, contracts, pricing, intellectual property.

## 4. Data Handling Rules

- Data must be collected only for legitimate business purposes.
- Access to sensitive data will be role-based and strictly controlled.
- Data should be stored in secure, password-protected systems or encrypted storage.
- Sharing of data with third parties requires management approval and confidentiality agreements.

## 5. Employee Responsibilities

- Protect login credentials and never share passwords.
- Ensure laptops, devices, and files are secure.
- Report any suspected data breach immediately to IT/HR.
- Do not disclose company or customer information to unauthorized persons.

## 6. IT & Security Measures

- Mandatory use of strong passwords and periodic resets.
- Two-factor authentication (2FA) for critical systems.
- Regular system backups and antivirus updates.
- Restricted use of personal devices for official data handling.

## 7. Confidentiality Obligations

- Employees must maintain confidentiality of sensitive information during employment.
- The obligation continues even after an employee exits the company.

## 8. Compliance with Laws

This policy complies with:
- Information Technology Act, 2000
- SPDI (Sensitive Personal Data or Information) Rules, 2011
- Digital Personal Data Protection Act, 2023

## 9. Non-Compliance

Violation of this policy may result in:
- Disciplinary action including termination of employment
- Legal action under Indian IT and data protection laws

## 10. Review & Amendments

This policy will be reviewed annually to remain compliant with evolving legal requirements and business needs.