# 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.