



Where Innovation Meets Solutions

Company Name: Andnetics

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Data Privacy Policy

Purpose

To outline Andnetics' commitment to protecting the privacy of personal and sensitive data in compliance with applicable data protection laws and regulations. This policy establishes guidelines for the collection, use, storage, sharing, and protection of data to ensure the privacy rights of individuals are respected.

Scope

This policy applies to all employees, freelancers, contractors, and third-party service providers who handle personal data on behalf of Andnetics. It covers all data collected, processed, and stored by the company, regardless of the format (digital or paper).

Policy Guidelines

1. Data Collection and Use

- **Types of Data Collected:** Andnetics may collect personal information, such as names, contact details, identification numbers, and any other data necessary for business operations, including client information and employee records.
- **Purpose of Data Collection:** Personal data will only be collected for specific, legitimate purposes, including but not limited to service delivery, recruitment, marketing, and compliance with legal obligations.
- **Informed Consent:** Data will be collected only with the informed consent of the individuals concerned, and individuals will be informed about the purpose of data collection and their rights regarding their data.

2. Data Processing and Storage

- **Data Accuracy:** Andnetics will ensure that personal data is accurate, complete, and up-to-date. Individuals are encouraged to report any inaccuracies to facilitate corrections.
- **Data Retention:** Personal data will be retained only as long as necessary to fulfill the purposes for which it was collected or to comply with legal obligations. Once data is no longer required, it will be securely deleted or anonymized.
- **Data Minimization:** Andnetics will collect only the data that is necessary for the specified purpose and avoid excessive data collection.

3. Data Sharing and Disclosure

- **Third-Party Service Providers:** Personal data may be shared with third-party vendors or service providers only when necessary for business operations, such as IT services, payment processing, or marketing. These parties must comply with Andnetics' data privacy standards and are bound by confidentiality agreements.
- **Legal Obligations:** Personal data may be disclosed if required by law or in response to valid legal requests. Employees will be notified if their data is shared in this manner, unless prohibited by law.

4. Data Security

- **Protection Measures:** Andnetics will implement appropriate technical and organizational measures to protect personal data from unauthorized access, loss, destruction, or alteration. This includes encryption, secure access controls, and regular security audits.
- **Employee Training:** All employees and contractors will receive training on data privacy and security protocols to ensure compliance with this policy and promote a culture of data protection within the organization.

5. Individual Rights

- **Access and Correction:** Individuals have the right to access their personal data held by Andnetics and request corrections if the data is inaccurate or incomplete.
- **Data Portability:** Individuals may request to receive their personal data in a structured, commonly used, and machine-readable format for transfer to another data controller.
- **Erasure:** Individuals have the right to request the deletion of their personal data when it is no longer necessary for the purpose for which it was collected or when they withdraw their consent.
- **Objection and Restriction:** Individuals may object to the processing of their data or request a restriction on its processing under certain circumstances.

6. Data Breach Response

- In the event of a data breach, Andnetics will take immediate action to assess the impact, mitigate risks, and notify affected individuals and relevant authorities as required by applicable data protection laws.
- Affected individuals will be informed about the breach, the potential consequences, and the measures taken to address the situation.

7. Policy Review and Updates

- This Data Privacy Policy will be reviewed annually and updated as necessary to reflect changes in legal requirements, industry standards, or company practices.
- Employees will be notified of any significant changes to this policy.

8. Contact Information

- For questions or concerns regarding this Data Privacy Policy or the handling of personal data, individuals may contact the HR department or the designated Data Protection Officer (DPO) at hr@andnetics.in.

Responsibilities

- Employees and Contractors: Must adhere to this policy, handle personal data with care, and report any concerns or breaches to the designated DPO.
- Management: Responsible for ensuring compliance with data protection laws and this policy, providing necessary resources, and fostering a culture of data privacy.

