

AB Mauri India Private Limited

Personal Information & Privacy Policy

Version control

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Distributed to

All AB Mauri India Employees

Applies to

All AB Mauri India Employees

Approvals

This document in its initial form has received the following review and approvals from AB Mauri India (Private) Limited administration:

Name Approving Official	Designation	Date of issuance
Nandhini Shankaran	HR Director	<i>Nandhini Shankaran</i>
Ajay Pai	Finance Director	<i>Ajay</i>

Introduction

1. The purpose of the Personal Information & Privacy policy is to ensure the proper handling and usage of Personal information & data collected by AB Mauri India Private Limited ('Company') from its employees, customers and vendors. The company understands the nature and importance of personal information gathered by it during the course of business and its obligation to ensure safety & proper usage and handling of the same at all times. This Policy will assist in maintaining appropriate controls at operational level. Contraventions of this Policy could seriously jeopardise the reputation of the company and any breaches will be treated seriously.
2. Responsibility for the implementation and adherence to the Policy will be with the Function heads within their Departments, under the direction of the HR Head & Managing Director.

Scope

1. This policy applies to all employees of the company. It is the responsibility of all operating units to ensure that the policy is clearly communicated, understood and followed.
2. This policy covers all and any personal information collected or obtained by the company during the course of employment or business which includes (but is not limited to):
 - a) Name, Age and Date of Birth;
 - b) Phone number;
 - c) E-mail ID
 - d) Address (Personal and/or official);
 - e) Sex;
 - f) Caste/community;
 - g) PAN;
 - h) TAN;
 - i) GSTN;
 - j) CIN;
 - k) AADHAAR Number;
 - l) Passport Details;
 - m) Bank account details;
 - n) Education/professional qualification etc.
 - o) Any other personally identifiable information
 - p) Family details

POLICY TEXT:

The company collects personal information through a number of means including the company website, Employee HRMS portal or through physical documents submitted by customers and vendors during the course of business. The company uses this information including but not limited to:

- Personalize the experience and better it's responses to match the requirements, wherever possible for employees, customers and vendors.

- Improve the website based on the information about visitor profiles, servicing patterns and what they are looking for etc.
- To improve customer service by the feedback which helps to improve its' products and services and other offerings.
- Use analytics to track the various website traffic patterns, sources of traffic, user preferences, referrals etc. and use such an analytics to improve it's products and services and website as a whole.
- To send periodic emails to email address provided while making use of the services offered by the company. These email IDs may be used to send information and updates pertaining to employment, purchase/sales orders or request, in addition to receiving periodic news / updates / promotions / related product or services provided by AB Mauri India and its group companies / subsidiaries and also informative and educative material(s) that the company deem appropriate.
- To store information about its employees for the purpose of payroll, taxation, employee files and management.
- To engage with vendors, provide details or goods or services required and ensure the execution of the services.

It is a commitment and promise that the personal information received by the company are kept confidential and safe with the company.

PRIVACY POLICY

AB MAURI INDIA, collects, records and uses personal data of its Employees, Customers and Vendors past, present and prospective in order to provide products and services and to carry on its business as per contractual obligation and to meet it's regulatory & business requirements effectively. The company recognizes that the lawful and correct treatment of personal data is very important to successful operations and to maintaining confidence in ourselves and in the organization.

Any personal data that the company collects, records or use in any way whether it is held on paper, on computer or other electronic media will have appropriate safeguards applied to it to ensure that the company comply with its' contractual obligations of confidentiality and privacy.

Any sensitive information mentioned below as provided by the employees, customers and/or vendors or received during the course of employment/business or through other third party engaged by AB Mauri India for processing, storage or processing employee documents/records under lawful contract or otherwise, both historic and ongoing are being used strictly for the purpose for which it has been collected (i.e.) in order to carry on its business and meet business & regulatory requirements and deliverables effectively.

Personal details mentioned above, may be provided either as part of the application submitted by Employees, customers or vendors or based on written request such as changes in employee/ERP/Business records such as bank account or other particulars maintained by the company, Biometric information obtained, if any, Physical, physiological and mental health condition, Sexual orientation, Medical records and history.

The above information collected is stored in a secure manner which complies with ABF & AB Mauri IS Security and Data Privacy standards. The company aspires to adhere to certain generally accepted principles of data protection, to the extent these are in its' control as intermediaries.

These general principles state that personal data must be:

- Fairly and lawfully collected and processed.
- Processed for limited purposes and not in any other way which would be incompatible with those purposes.
- Accurate and kept up to date.
- Not kept for longer than is necessary.
- Kept secure.

In order to meet the requirements of the principles, following process and controls are adhered:

- Observe ethical practices regarding the fair collection and use of personal data.
- Collect and process appropriate personal data only to the extent that the company are obliged to by contract or to comply with any legal requirements.
- Ensure the quality of personal data used.
- Hold the data only as long as the company are required to by contract or by law.
- Take appropriate security measures to safeguard personal data.
- The company have a responsible data security policy and implemented technology and policies with the objective of protecting data from unauthorized access and improper use.

The company provide details of Employees only to company authorized vendors and/or group companies or associates based on employees' consent to fulfil its' business obligations.

The company may be required from time to time to disclose personal information to governmental or judicial bodies or agencies or regulators based on their requirement.

The company will permit only authorized employees who are trained in the proper handling of customer information, to have access to that information. Employees who violate company's Privacy Promise will be subject to the normal disciplinary process.

Grievance Officer – Information Security

Name of the Officer	Address	Phone No	Email Id
Sathya narayanan.J	AB MAURI INDIA (P) LTD. B MAURI INDIA (P) LTD. Plot no. 218 & 219, Bommasandra Jigani Link road, Bengaluru 560 105	080 – 6191 7900	Narayanan.sathya@abmauri.com

Grievance Officer – Human Resources Department

Name of the Officer	Address	Phone No	Email Id
Suryanarayana.V	AB MAURI INDIA (P) LTD. B MAURI INDIA (P) LTD. Plot no. 218 & 219, Bommasandra Jigani Link road, Bengaluru 560 105	080 – 6191 7900	Suryanarayana.Venkata@abmauri.com

The users of the computer resources including website of AB MAURI INDIA or any victim who has suffered due to access or usage of the sensitive information shall notify the complaints, if any to the above officer either through email or written compliant and such compliant shall be redressed within one month from the date of receipt of the complaint.