

# PRIVACY POLICY



## OnusWorks Software India Pvt. Ltd

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## PRIVACY POLICY

### Revision History

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## PRIVACY POLICY

### OBJECTIVE

To draft and implement the information Privacy policies for Onusworks employees and contract employees.

### SCOPE AND APPLICABILITY

This policy is applicable to all employees and contractors of the organization.

### DEFINITIONS/ GLOSSARY

Term/Abbreviation	Definition/Expansion
Mobile devices	Laptop, Blackberry & other Smart Phones

### POLICY STATEMENTS

#### INFORMATION COLLECTED

Onusworks currently collects following personal Information including, without limitation:

- ✓ Name
- ✓ Date of birth
- ✓ Gender
- ✓ Email address
- ✓ Telephone/mobile number
- ✓ Address
- ✓ Educational records
- ✓ Professional records

We collect/access the sensitive personal Information including without limitation:

NA

#### PURPOSE OF COLLECTION

The Information we collect, process, analyze and share are used as a part of our business process to conduct research.

#### DISCLOSURE OF INFORMATION

## **PRIVACY POLICY**

Onusworks may disclose your Information, to third parties in the manner specified below:

- ✓ We may share your Information with third parties (including not limited to its affiliates, employers, educational institutions and statutory authorities) who may support Onusworks in the delivery of its services.
- ✓ We may provide Information so collected when required by law to government authorities or any court of law on the basis of written notice/ order received. However, related third parties receiving your Information shall not disclose it further except for business purposes or if required under the court of law.
- ✓ Onusworks may disclose and transfer such information to a third party who acquires any or all of Onusworks's business units, whether such acquisition is by way of merger, consolidation or purchase of all or a substantial portion of our assets or by any other permitted method. A prominent notice will be displayed on our website to intimate you of any such change in ownership or control. Third parties referred to in this section includes our associates, affiliates or related entities

## **HOW WE COLLECT INFORMATION**

Currently all the Information is provided to Onusworks either via email or Phone

## **STORAGE, RETENTION AND DISPOSAL**

We endeavor to maintain physical, technical and procedural safeguards that are appropriate to protect your Information against loss, misuse, copying, damage or modification and unauthorized access or disclosure.

We store the Information we receive in our servers located in India.

We recognize the importance of security for all Information collected by Onusworks. We take all necessary steps to protect data security on our systems. Whenever we receive or transmit sensitive information, we use industry secured standards.

We restrict access to Information only to those employees/ related third parties who need this access in order to carry out the verification and screening. Information will be retained only as long as necessary to fulfill our client requirements or as otherwise required by applicable laws.

When we dispose of Information, we use procedures such as shredding documents and erasure of electronic media that information cannot be practicably read or reconstructed.

We may need to retain Information collected from an individual, third party references, or Sources to comply with our contractual, statutory or other legal obligations even after the employment or other application process is completed or terminated.

## **PRIVACY POLICY**

### **SAFETY MEASURES AND PROCEDURES**

Our security management standards are in compliance with ISO 27001 which is a widely recognized international security management standard that specifies security management best practices and comprehensive security controls, by way of which we also meet the requirements of reasonable security practices under the Information Technology Act, 2000. Our compliance with ISO 27001 demonstrates our commitment to information security at every level.

Confidentiality and Data Privacy is also covered as part of the ISMS practices of Onusworks. We do not share, sell, rent or trade personal information or sensitive personal information with third parties for their promotional/business purposes.

We will take appropriate steps to protect the Information you share with us. We have implemented technology and security features and strict policy guidelines to safeguard the privacy and protect your Information from unauthorized access and improper use or disclosure. We will continue to enhance our security procedures as new technology and processes become available.

### **PRIVACY OF COLLECTED DATA**

We will never use the statistical analytics tool to track or to collect any personal information or sensitive personal information of visitors to our site. Onusworks will not link, or seek to link, an IP address with the identity of a computer user. Onusworks shall not publish the Information provided by you without your consent save and except as stated in this Privacy Policy and/or as required by the applicable law.

### **CHANGES**

We reserve our right to revise the Privacy Policy from time to time, at our discretion. If our privacy policy changes in the future, new effective date will be shown. You should access our privacy policy regularly to ensure you understand our current policies. Onusworks will attempt to respond to all reasonable concerns or inquiries on a best efforts basis within a reasonable period of time.

Onusworks may provide notifications, whether such notifications are required by law or for business related purposes, to you via email notice, written or hard copy notice (including via fax), or through posting of such notice on the website. Onusworks reserves the right to determine the form and means of providing notifications to you, provided that you may opt out of certain means of notification as described herein. Onusworks is not responsible for any automatic filtering that you or your network provider may apply to email notifications we send to the email address you provide us.

## **PRIVACY POLICY**

You hereby acknowledge of having read and accepted our Privacy policy relating to providing personal information and sensitive personal information to Onusworks.

This privacy statement covers the personal information and sensitive personal information collected by Onusworks via email or Phone or any other source.

## **SEVERABILITY**

Each clause of this Privacy Policy shall be and remain separate from and independent of and severable from all and any other clauses herein except where otherwise expressly indicated or indicated by the context of the Privacy Policy. The decision or declaration that one or more of the clauses are null and void shall have no effect on the remaining clauses of this Privacy Policy.

If you have questions about our privacy and security policy, contact us at:

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