

Privacy Policy

Document Information

Organization Name	LivQuik Technology (India) Private Limited
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Authored By	Vaibhav Singh
Reviewed By	Madhur Karnik
Approved By	Yudhajit Nag

Version History

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1.0	03 Nov 2021	New	Vaibhav Singh	Madhur Karnik	Yudhajit Nag

Privacy Policy

Purpose:

The purpose of this document is to define broad policy applicable to protection of "Privacy" of individuals whose information is in the hands of the Company.

This policy will also be reflected in the website of the Company when available. It will also be reflected in the Privacy Practice Statement that may be shared with business associates where required.

Privacy Commitment

LivQuik values privacy rights of individuals whose personal information is generated, processed, transmitted or otherwise accessed by LivQuik or any of its employees of the Company as a part of our activities and are committed to protection of the privacy rights of such individuals as required under law.

In particular, LivQuik has put in place reasonable managerial, operational, technical, legal, behavioral control measures to comply with the provisions of the Privacy and Security obligations as required under law.

No Personal information is either used or disclosed by LivQuik except as required or as permitted or as authorized and this policy is strictly binding on all the employees of the Company as well as the Business associates.

Sanctions

Any violation of the Privacy or Security Policies of LivQuik by its employees will attract appropriate sanctions including termination as per the procedures laid out in the Sanction Policy.

Any violation of the Privacy or Security Policies of the Company by its business associates will attract appropriate penalties including termination of the contracts.

Changes

LivQuik reserves the right to change the privacy practices at its sole discretion. Whenever a material change is made to the privacy practice, a revised Privacy Practice notice will be posted on the website. Where feasible, stakeholders will also be informed through electronic means.

Who can access Personal Information?

LivQuik follows a strategic principle whereby, access to Personal information is restricted only to such of employees who are required to access the information for the purpose of delivering whatever services are committed to be delivered by LivQuik

LivQuik has not subcontracted any part of the work

Compliance Official

The Company has designated the following person as the Privacy and Information Security Compliance Official and will be the nodal officer for implementation of all compliance requirements under this Information Security Policy.

Name: Madhur Karnik

Contact Details: madhur.karnik@livquik.com

Data Breach Notification

If any employee of LivQuik or its business associates becomes aware of a potential breach of Privacy of information entrusted to him or accessed by him, he shall inform the organization immediately. Any delay in reporting such incidents shall be deemed as a serious breach of the policy.

How we Secure Personal Information

Data is secured in the facilities of LivQuik under a well-developed information security policy as well as an ITA 2008 compliance policy.

Sensitive data both in storage and transmission are to be encrypted with appropriate encryption tools with strong cryptographic algorithms. Currently the recommended algorithm is AES/3DES . All transmission must be under secure transmission protocol i.e. HTTPS/SSL. Winzip to be employed to create secure encrypted format of files before transmission.

Exceptions where necessary are properly authorized and monitored.

Personal information no longer required is destroyed subject to requirements of archival guided by the Data Archival Policy.

Information in process is closely monitored through appropriate technical means to ensure that there is no accidental or intentional compromise of security.

Any accidental access to personal information is recorded as a security incident and managed as per the Information Security Incident Management Policy.

As per HR policy they are made fully aware that any activity performed with a user id is the sole responsibility of the owner of the ID.

How we use or Disclose Information

Personal information is used or disclosed strictly in accordance with the provisions of law and as authorized by the data owner/customer.

LivQuik recognizes the right of an individual to claim access to his information in the possession of LivQuik. However, in the absence of any direct prior agreement, disclosures are always routed through the Client.

All disclosures and the authorizations for such disclosures are documented as required under law.

Grievance Redressal

The Compliance official designated under this Policy shall also be the grievance officer to address any complaints arising out of this policy.

The Nodal Officer of the Company shall be the appeal authority in respect of any grievance which remains unresolved at the level of the Compliance Official.