

DATA PRIVACY POLICY

1. Introduction

1.1 Purpose

This Data Privacy Policy outlines the commitment of **PAR DRUGS AND CHEMICALS LIMITED** ("the Company") to protect the personal and sensitive data of our employees, customers, suppliers, and other stakeholders.

1.2 Scope

This policy applies to all employees, contractors, and third-party service providers who process personal data on behalf of the Company.

2. Definitions

2.1 Personal Data

Any information that can identify an individual, either directly or indirectly, such as names, contact details, or identification numbers.

2.2 Sensitive Data

Personal data that requires higher protection due to its nature, including health information, financial details, or data related to criminal records.

3. Data Collection

3.1 Types of Data Collected

We collect the following types of personal data:

- Contact information (e.g., names, addresses, phone numbers)
- Employment details (e.g., job titles, salaries)
- Transactional data (e.g., purchase history, payment information)
- Communication data (e.g., emails, feedback)

3.2 Purpose of Data Collection

Data is collected for the following purposes:

- To manage employee records and payroll
- To process orders and transactions
- To communicate with customers and provide support
- To comply with legal and regulatory requirements

4. Data Processing and Use

4.1 Processing Activities

Personal data will be processed fairly and lawfully. We ensure that data is:

- Collected for specified, legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Retained only for as long as necessary

4.2 Data Access and Use

Access to personal data is restricted to authorized personnel only, and data is used only for the purposes for which it was collected.

5. Data Protection

5.1 Security Measures

We implement appropriate technical and organizational measures to protect personal data from unauthorized access, loss, destruction, or alteration. These measures include:

- Encryption and secure storage solutions
- Regular security audits and assessments
- Access controls and monitoring

5.2 Data Breach Response

In the event of a data breach, we will:

- Notify affected individuals promptly
- Report the breach to relevant authorities if required
- Take corrective actions to prevent future breaches

6. Data Sharing and Transfers

6.1 Third-Party Sharing

Personal data may be shared with third parties who provide services to the Company, such as IT support, legal advisors, or business partners. These third parties are contractually obligated to protect the data and use it only for the intended purposes.

6.2 International Transfers

If personal data is transferred outside of the country, we ensure that appropriate safeguards are in place to protect the data in accordance with relevant data protection laws.

7. Data Retention

7.1 Retention Periods

Personal data is retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Data is securely deleted or anonymized when no longer needed.

8. Rights of Data Subjects

8.1 Access and Correction

Individuals have the right to access their personal data and request corrections if necessary.

8.2 Deletion and Restriction

Individuals may request the deletion or restriction of their data under certain conditions.

8.3 Objections and Complaints

Individuals have the right to object to the processing of their data and to lodge complaints with relevant data protection authorities.

9. Policy Review

9.1 Review and Updates

This policy will be reviewed regularly and updated as necessary to reflect changes in legal requirements or company practices.

10. Contact Information

10.1 Contact Details

For any questions or concerns about this policy or data protection practices, please contact:

Data Protection Officer : **Mr. Gaurang Pandya**

Email Address : admin@pardrugs.com

Contact no. : +91-278-2445588

Physical Address : 333/1, GIDC, Chitra, Industrial estate, Bhavnagar – 364004.

For Par Drugs and Chemicals Limited.

SD/-

(Mr. Falgun V. Savani)

Chairman & Managing Director

Place : Vadodara

Date: 17/08/2024