



DATA PROTECTION REGULATION AND PRIVACY POLICY



**V.K.A. Polymers Private Limited
9/939 Chinna Andan Kovil Street,
Karur-639002
Tamil Nadu, India.**

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V.K.A. Polymers Private Limited is committed in safeguarding privacy and personal data of our clients, employees, partners, and all involved in our operations. This Data Protection Regulation and Privacy Policy underscores our adherence to data protection laws, ensuring data confidentiality, integrity, and security. Upholding this policy reaffirms our dedication to data protection, trust maintenance, and legal compliance, reflecting the core value of privacy at V.K.A. Polymers Private Limited.

Scope:

This policy applies to all employees, contractors, partners, and third parties who process personal data on behalf of V.K.A. Polymers Private Limited.

Policy Statements:

- **Legal Compliance:** We will adhere to all applicable data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) and any other local or international laws that may apply.
- **Data Collection and Use:** Personal data will only be collected and processed for lawful and legitimate purposes, with individuals' informed consent obtained whenever required.
- **Minimization:** We will collect and retain only the necessary personal data needed to fulfill the purposes for which it was collected.
- **Transparency:** We will provide individuals with clear and understandable information about how their personal data will be used, processed, and shared.
- **Data Security:** We will implement appropriate technical and organizational measures to ensure the security and confidentiality of personal data, protecting it from unauthorized access, loss, or disclosure.
- **Data Accuracy:** Personal data will be accurate, complete, and up-to-date. Necessary steps will be taken to rectify or erase inaccurate or outdated information.
- **Retention:** Personal data will be retained only for the period required to fulfill the purposes for which it was collected, and in accordance with legal and regulatory requirements.
- **Individual Rights:** We will respect individuals' rights to access, rectify, erase, restrict processing, object, and data portability as outlined in applicable data protection laws.



- **International Transfers:** Any international transfer of personal data will be done in compliance with data protection regulations and will ensure an adequate level of protection.
- **Third Parties:** When personal data is shared with third parties, appropriate agreements and safeguards will be in place to protect the data and ensure compliance with this policy.
- **Incident Management:** In the event of a data breach or security incident, the compliance officer can be reached at compliance@vkapolymers.com. He will promptly assess the situation, notify affected individuals and authorities as required by law, and take necessary steps to mitigate the impact.

Training and Awareness: V.K.A. Polymers Private Limited provides regular training to employees and contractors on data protection principles and practices, fostering a culture of awareness and responsibility.

Monitoring and Review: This policy shall be reviewed whenever necessary to ensure its relevance and compliance with evolving data protection regulations. Feedback from employees, legal advisors, and industry standards will contribute to policy enhancements.

05 Jan 2021

Managing Director