



# ***Privacy Policy***

***Version 2.6***

## Document version control page

### Prepared By

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### Reviewed and Approved By

Version	Date	Reviewed by	Approved By	Owner
1.0	12/06/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
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2.3	10/07/2019	HR Director	Mr. R. Kumar	ISH
2.4	09/11/2020	HR Director	Mr. R. Kumar	ISH
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2.6	02/12/2022	HR Director	Mr. R. Kumar	ISH



## **1. PURPOSE**

The purpose of the AEL Data Information Services Privacy Policy is to clearly communicate the AEL Data Information Services Privacy expectations to Information Resources users.

## **2. SCOPE**

This policy covers all computer and communication devices owned or operated by AEL Data. AEL Data Information Services Privacy Policy applies to all individuals who use any AEL Data Information Resource.

## **3. ROLES AND RESPONSIBILITIES**

The responsibility of privacy policy applies to all individuals that are responsible to audit Information Resources.

## **4. REFERENCE STATEMENTS**

### **4.1. General**

Electronic files created, sent, received, or stored on IR owned, leased, administered, or otherwise under the custody and control of AEL Data are not private and may be accessed by AEL Data IT employees at any time without knowledge of the IR user or owner. To manage systems and enforce security, AEL Data may log, review, and otherwise utilize any information stored on or passing through its IR systems in accordance with the provisions under unit security Policy. For these same purposes, AEL Data may also capture user activity such as telephone numbers dialed and web sites visited.

A wide variety of third parties have entrusted their information to AEL Data for business purposes, and all Employee at AEL Data must do their best to safeguard the privacy and security of this information. The most important of these third parties is the individual customer; customer account data is accordingly confidential and access will be strictly limited based on business need for access.

Users must report any weaknesses in AEL Data computer security, any incidents of possible misuse or violation of this agreement to the proper authorities at the contact details given below.

Users must not attempt to access any data or programs contained on AEL Data systems for which they do not have authorization or explicit consent.

### **4.2. Public Access Privacy Policy**

AEL Data web sites available to the general public must contain a Privacy Statement. Web site Privacy Statement on the Use of Information Gathered from the General Public. The following statement applies only to members of the general public and is intended to address concerns about the types of information gathered from the public, if any, and how that information is used.

### **4.3. Cookies**

We sometimes use an Internet device called a cookie to store login or other information on your computer. A cookie is a small amount of information that a web site transfers to your computer's hard drive. We use cookies to simplify your access and to tailor our services to your needs and interests. For some services, we offer users the choice of having an ID or password stored in a cookie so that you do not need to re-enter it when you return to the site. We do not store credit card numbers in cookies. No other site can read a cookie set by AEL Data, and we cannot read a



cookie that another web site wrote to your computer. Most Internet browsers are set to accept cookies.

Users can reset browsers to refuse cookies and still use our web site, although access may be slower and less convenient.

#### **4.4. Use, Disclosure, and Choice**

Personally-identifiable information is used and disclosed as described below.

4.4.1. AEL Data collects individually identifiable information from registered users to complete business transactions, fill and confirm orders for products and services, administer individual accounts, updating AEL Data databases, provide customer support and meet government regulatory requirements. Users may be contacted as necessary for these purposes. We ask each registered user to choose whether to receive promotional email updates about products and services offered by AEL Data, and we will honor the choices made.

4.4.2. AEL Data business information products are licensed to authorized customers for various business decision-making purposes. Any person included in the AEL Data database may ask to be excluded from business lists licensed for marketing purposes. For more information, contact AEL Data.

#### **4.5. Confidentiality and Security Safeguards**

AEL Data takes technical, administrative and physical steps to protect against anticipated hazards such as unauthorized access to and disclosure of individually identifiable information. AEL Data does not store users' personally-identifiable information on its web servers. AEL Data employees who handle confidential or proprietary information must treat it confidentially and may not disclose it to unauthorized third parties. AEL Data employees are also responsible for the internal security of the information.

### **5. COMPLIANCE**

- 5.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.
- 5.2. Audits will be managed in accordance with the Information Security Audit Procedure.
- 5.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

### **6. EXCLUSIONS**

There are no exclusions to the above guidelines

### **7. ENFORCEMENT**

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.