

Privacy Policy

DKM ONLINE PVT. LTD.

Version: 7.6

Date 15th Feb 2024

The information contained within this document is for Internal. Unauthorized disclosure is prohibited. Failure to observe DKM ONLINE policy regarding proprietary information can result in disciplinary action, including dismissal, as well as result in a violation of DKM ONLINE proprietary rights and subject you and/or third parties to legal liability.

Document Control

Prepared By:	Reviewed By:	Approved By:
Compliance Manager	IT Director	Director Operations
Name	Date	Document No:
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Revision History

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01/12/2013	Change in Alternate location and roles & responsibilities of authorised personnel	Compliance Manager	IT Director	Director Operations
01/12/2014	Version updating as per ISO 27001:2013	Compliance Manager	IT Director	Director Operations
01/12/2015	Version update	Compliance Manager	IT Director	Director Operations
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Access List

List of Users	Access Type	Type of Media	Retention Period
Director Operations	Read/Write(Update and Approve)/Delete	Soft	Until next update
IT Director	Read/Write(Update)	Soft	Until next update
System Administrator	Read/Write(Update)	Soft	Until next update
Compliance Manager	Read/Write(Update and Approve)/Delete	Soft	Until next update
All Departments	Read	Soft	Until next update

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1. Introduction

DKM Online Private Limited or its group entities (collectively referred to as the “Company”) is committed to protecting your personal information. This Privacy Policy relates to our use of any personal information provided by its clients, vendors and contractors.

In order to provide services to its clients, the company requires collecting some information.

As set out above, the company is committed to safeguarding clients’ personal information. Whenever anyone provides such information, the company is legally obliged to use the information in line with all laws concerning the protection of personal information.

2. Objective

The purpose of this manual is to describe the Privacy Policy adopted by the organization. This policy describes the types of information we may collect from the client, the purposes for which we use the information, the circumstances in which we may share the information and the steps that we take to safeguard the information to protect your privacy.

3. Scope

The scope of this policy is the entire company, its group entities, offices and employees in the India.

4. Information Available with DKM

Dealing with DKM Online as a client or employee, the typical information we collect would include:

- Employee name, address and other contact details;
- DOJ, DOB, PF Number, Designation, Department, Cost Centre
- PAN Number
- Bank Account
- Salary Details – Full CTC
- Investment Details
- Provident Fund Details – contribution, Nomination
- Superannuation Details – contribution, Nomination
- Gratuity Details – Nomination

Failure to get above details may result in our being unable to open or maintain the account or provide services. While we make every effort to ensure that all information we hold is accurate, complete and up to date, Client / employee can help us considerably in this regard by promptly notifying us if there are any changes to the information.

5. DKM use of client/employee information

DKM may use personal information to:

- Administer, operate, facilitate and manage employee account with DKM Online
- For calculating statutory dues which needs to be submitted with respective government authorities
- For calculating your net salary after deduction of statutory dues
- This may include sharing such information internally as well as disclosing it to government authorities like Provident Fund, Income Tax, NSDL, Labor Office;
- Contact client or employee through website, post, telephone, electronic mail, facsimile to communicate Salary / Retirals information or providing latest updates as required
- Provide information, recommendations, or advice concerning Salary / Retirals / other services offered by DKM Online

If company relationship with DKM Online ends, DKM Online will continue to treat company &

employee information confidential & to the extent retain it, as agreed with the Clients. DKM Online understands and appreciates that personal sensitive information of Client employees are protected under Indian law and shall maintain the highest standards of confidentiality in storage, processing and retention of any such information on behalf of its Clients.

6. Disclosures of personal information to third parties

DKM Online does not disclose employee information to third parties, except to the appropriate Government department in the form of prescribed returns, as per agreement signed with Company or as is required under the laws of the land.

DKM Online will not sell or exploit employee personal information or treat it in any manner other than what was agreed with the Client under the Service Agreement.

DKM Online will adhere to the Privacy Policies of its clients even upon cessation of its engagement with Clients.

DKM will take all reasonable and appropriate steps to safeguard the security of all personal data.

7. Information Security: How we protect your privacy

DKM employs physical, electronic and procedural controls to safeguard Client's information and in specific any information that are sensitive personal information of Clients' employees. These controls are regularly adopted to respond to changing requirements and advances in technology.

Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing or personal data and against accidental loss or destruction of, or damage to, sensitive personal data.

DKM Online is committed to protecting the privacy and confidentiality of employee's information. We limit access to your personal information to authorized DKM Online employees only on a need to know basis. We also maintain physical, electronic and procedural safeguards to protect the information against loss, misuse, damage or modification and unauthorized access or disclosure. Some of the other central features of our information security program are:

- The use of specialized technology such as firewalls;
- Internal and external reviews of our Internet sites and services;
- Monitoring of our systems infrastructure to detect weaknesses and potential intrusions;
- Implementing controls to identify, authenticate and authorize access to various systems including encrypting of all confidential data;
- Protecting information during transmission through various means including, where appropriate, encryption; and
- Providing DKM Online personnel with relevant training and continually updating our security practices in light of new risks and developments in technology
- Obtaining ISO 27001 certification as a minimum standard applicable to the nature of services provided by DKM Online.
- Data will be kept in secure storage and accessible only to personnel on a need to know basis and will be destroyed after the agreed retention period unless otherwise expressly consented to in writing by the Data Provider.

8. Privacy and the internet

The following additional information will be of interest to all as a visitor to the website:

- Users of DKM Online Web sites are required to identify and authenticate themselves prior to accessing our services. Generally, identification and authentication take place through the use of your user name, a password & company code.
- DKM Online Web sites are built upon a secure infrastructure with multiple layers of

protection, including measures ranging from proper physical security of our machines to system intrusion detection through firewalls. DKM Online uses industry standard encryption technologies to protect your information from external compromise.

- Security is a cooperative effort between DKM Online and the users of the DKM Online Web sites. Please remember that your passwords are personal to you and should not be made available to any other person. Also, you should discontinue their use and notify us if you have any reason to suspect that someone else may be using them.

9. Precautions for individuals working with confidential information

- All confidential documents should be marked “Confidential Information”.
- Confidential information on personal computer should always be password protected and should never be left open when stepping away from your desk.
- Screen savers should also be used and should be password protected.
- Monitor the printer when printing a confidential document. Do not leave confidential print jobs unattended.
- Remove all confidential documents from the photocopy machine when jobs have been completed.
- In the event of a machine jam, make sure all confidential papers are removed and shredded.
- Confidential papers (including notes and working papers) should not be discarded in wastebaskets or recycle bins. Confidential papers should be put in shredder box which will be shredded fortnightly by authorized person.
- Using the fax machine for transmitting confidential information is not recommended. However, if necessary, arrangements should be made at both ends of the transmission to monitor the fax machine until the entire fax has been sent and received. Do not leave a fax machine unattended when sending or receiving a confidential document.

10. Other privacy policies or statements; Changes to Policy

This policy provides a general statement of the ways in which DKM Online protects your personal information. You may, however, in connection with specific products or services offered by DKM Online, be provided with privacy policies or statements that supplement this policy. This policy may be changed from time to time to reflect changes in our practices concerning the collection and use of employee’s information.

Employees are entitled to access any personal data about them held by DKM Online by sending a written request. Employee may be required to supply a valid means of identification as a security precaution to assist us in preventing the unauthorized disclosure of personal information. We will process request within the time provided by applicable law. Employees are also entitled to have DKM Online modify or delete any information that they believe is incorrect or out of date.

DKM Online may occasionally contact employee by electronic mail with details of services that we believe may be of interest to them. If you do not wish to be contacted in this way, if you wish to exercise your rights of correction and access, or if you require further information regarding our privacy policies and practices, or if you want to address any grievances relating to Data Privacy in general, please contact

Data Privacy Officer
70/39B, KLJ Complex 2nd Floor
Opp. Moti Nagar Police Station, New Delhi – 110 015

11. Feedback or Concerns

DKM is committed to safeguard your personal information collected and handled by us and look forward to your continued support for the same. In case of any feedback or concern regarding protection of your personal information, you can contact us at dpo@dkmonline.com We will

strive to address your feedback and concerns in a timely and effective manner.

12. Next Review

The next review is due in the month of February 2025 and updated version will be issued accordingly.