

Date – 01.10.2023

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Appointment Letter – Data Protection Officer

Dear Shri Amit Aggarwal,

I have pleasure in appointing you as Data Protection Officer (DPO) for implementation and monitoring of Privacy information management system (PIMS), ISO 27701:2019.

As a DPO, you will be responsible for

Data Protection Policies, Procedures & Compliance: Develop, implement, and maintain data protection policies and procedures to safeguard personal data and ensure compliance with applicable laws. Ensure that the organization complies with all relevant data protection laws and regulations.

Education, Awareness & Training: Educate employees, stakeholders about data protection laws, regulations, Organization's data protection policies & procedures. Train employees on data protection best practices and ensure that they understand their responsibilities.

Data Processing Records & Data Subject Rights: Maintain records of all data processing activities conducted by the organization, including purposes, data categories, recipients, and retention periods. Ensure that individuals can exercise their data subject rights, such as the right to access, rectify, delete, or restrict the processing of their personal data.

Data Breach Management: Establish procedures for detecting, reporting, and managing data breaches. The DPO should also notify the relevant authorities and affected individuals when required by law.

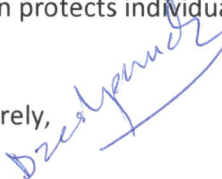
Vendor Management: Assess and monitor the data protection practices of third-party vendors or service providers that process personal data on behalf of the organization.

Data Privacy Impact Assessments (DPIAs) & Risk Assessment: Conduct DPIAs to assess the impact of data processing activities on individuals' privacy and make recommendations to minimize risks. Continuously assess data protection risks within the organization and take steps to mitigate those risks.

Monitoring, Auditing & Reporting: Regularly monitor compliance with data protection policies and conduct audits to ensure adherence to data protection regulations. Report directly to senior management or the highest level of leadership within the organization on data protection matters, providing updates on compliance and potential risks.

It's important to note that the specific responsibilities of a DPO may vary depending on the organization's size, industry, and the complexity of its data processing activities. However, the overarching goal of a DPO is to ensure that the organization protects individuals' privacy and complies with relevant data protection laws and regulations.

Yours Sincerely,



D V Deshpande,
Chief Operating Officer

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