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EMPLOYEE DATA PRIVACY POLICY

Collection of Data

To conduct the business globally and comply with the government regulations, Lalan Rubbers (Pvt) Ltd collects various personal and other data depending on our employment responsibilities, citizenship, location of employment, and other factors. Such data may include employee name, phone numbers, email address, mailing addresses, banking and other financial data, date of birth, gender, race, health and disability data, family-related data (i.e., marital status, personal and health-related data on family members, etc.), and any other necessary data.

Use of the Data We Collect

We may use the data as follows:

1. To identify the employee personally
2. To communicate with the person
3. To comply with human resource requirements
4. To comply with government regulations
5. To provide employee benefits (compensation, health insurance, expense reimbursements, etc.)

Disclosure of Data

Lalan Rubbers (Pvt) Ltd disclose employees' personal information in the following circumstances

1. Legal requests and investigations
2. Third-party service providers
3. Agents / QMS & Social compliance auditors
4. Business Transfers

Retention of Personal Data

Employees' personal information shall be retained and destroyed according to the applicable laws and regulations.

Security of Personal Data

Lalan Rubbers (Pvt) Ltd take appropriate safeguards to protect employees' personal data. Such as

1. Paper and other hard copies containing personal data should be secured in a locked location when not in use.
2. Computers and other access points should be secured when not in use by logging out or locking.
3. Passwords and user ID's should be guarded and not shared.
4. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or other approved devices.
5. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed.
6. Do not make or distribute unauthorized copies of documents and other tangible containing personal data.
7. Electronic files containing personal data should only be stored on secured computers and not copied or communicated to unauthorized individuals within or outside of Lalan.

Head of HR of Lalan rubbers (Pvt) Ltd and the site HR executive has the overall responsibility for the implementation of this policy

This policy should be communicated among the workforce of the company.

Signature (CEO):.....

Date: 19.06.2018