



THE CENTRAL CO-OPERATIVE BANK LTD., BIKANER दी सैन्ट्रल को-ऑपरेटिव बैंक लि०, बीकानेर

प्लॉट नं. 19,20,21 समता नगर, श्रीगंगानगर रोड़, बीकानेर
फोन नं. 0151-2252069 फैक्स नं. 0151-2542154

क्रमांक सीसीबीबी / सीबीएस / 2022-23 /

दिनांक

Privacy Policy

1 Introduction

The Central Co-operative Bank Ltd., Bikaner (DCCB BIKANER) value trust and respects the privacy of their employees, stakeholders, clients, vendors, contractors and third parties. This privacy policy defines the procedure to handle personal data and information including sensitive personal data or information that is collected, received, possessed, stored, dealt with and handled by the organization. It also ensures that the same are available to the provider of the data and information who has provided such information under lawful contract or otherwise.

1.1 Purpose

The purpose of this policy is to ensure that right to privacy is a fundamental right provided to every employee, stakeholder, vendors, client, contractor or third party of the The Central Co-operative Bank Ltd., Bikaner (DCCB BIKANER). The privacy of information collected, received, possessed, stored, dealt or handled through any services of The Central Co-operative Bank Ltd., Bikaner (DCCB BIKANER) is based on the core principles of confidentiality, integrity, availability and non-repudiation. The sensitive data and information shall only be collected for a lawful purpose for any function or activity of the organization, for which the collection of such information is considered necessary.

2 Scope

This policy covers safe handling, dealing, use, transfer and disclosure of personal sensitive data and information collected, received, possessed, stored, dealt and handled by The Central Co-operative Bank Ltd., Bikaner (DCCB BIKANER) and applies to all employees, vendors, clients and stakeholders.

3 Policy

3.1 As per the legal mandates and international standards, sensitive personal data and information for The Central Co-operative Bank Ltd., Bikaner (DCCB BIKANER) consists of information relating to: *

- a. Passwords and other credentials,
- b. License keys of software,
- c. Financial data & information like bank account number, credit debit card no. or other payment instrument details,
- d. Biometric Data ,
- e. Personal information of employees, vendors and stakeholders etc.,
- f. Health Data,
- g. Official identifier,
- h. Sex Life,
- i. Sexual Orientation,
- j. Genetic Data,

- k. Transgender Status,
 - l. Intersex Status,
 - m. Cast & Tribe,
 - n. Religious or political belief or affiliation or
 - o. Any other business communication and information through mail and other communication medium.
- 3.2 The Cenrtal Co-operative Bank Ltd., Bikaner (DCCB BIKANER) uses your Personal Sensitive Data and information in their business activities.
- 3.3 The Cenrtal Co-operative Bank Ltd., Bikaner (DCCB BIKANER) will retain sensitive personal data and information as long as there is a business requirement, or if otherwise required under applicable lawful contract. The person concerned should have the knowledge of the fact that information is being collected and the purpose for which information is collected and is retained with the organization. The information and data collected shall be kept secure. The same security measures to handle sensitive personal information shall be applicable to any third party by an order under the law for the time being in force.
- 3.4 **Disclosure:** The Cenrtal Co-operative Bank Ltd., Bikaner (DCCB BIKANER) shall not sell or share or disclose any of the sensitive personal data or information to any third party without prior permission from the provider of such information under lawful contract or otherwise. In case where the information is required by the government agency mandated under the law to obtain information including sensitive personal data or information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution and punishment of offenses, on a request in writing by govt. authority stating clearly the purpose seeking such information, the information shall be shared without obtaining prior consent from provider of information. The request of the government agency is also required to state that information so obtained shall not be published or shared with any other person. Any of the personal sensitive data or information so mentioned shall also be disclosed to any third party, by an order under the law for the time being in force, but the third party receiving the information under law shall state that the information so obtained shall not be published or shared with any other person.
- 3.5 The Cenrtal Co-operative Bank Ltd., Bikaner (DCCB BIKANER) or any authorized person on its behalf may transfer sensitive personal data or information including any information to any other body corporate or a person in India, or located in any other country that ensures same level of data protection that is adhered to by body corporate as provided for under this policy. The transfer may be allowed only if it is necessary for the performance of the lawful contract between body corporate or any person on its behalf and provider of information or where such person has consented to data transfer.
- 3.6 The organization adopts appropriate and reasonable security practices and procedures that include administrative, physical security and technical controls to safeguard personal sensitive Information as per guidelines and various security controls enumerated in different Information Security Management Standards (ISMS) like ISO/IEC 27001:2013 or Information Technology (IT) Security guidelines enumerated in Schedule II of IT Act.
- 3.7 The organization maintains non disclosure agreements (NDA) from employee or other third parties to ensure confidentiality, integrity and availability of personal sensitive data and information of the stakeholders.
- 3.8 The Cenrtal Co-operative Bank Ltd., Bikaner (DCCB BIKANER) may change and review periodically its policy or as and when the need arises, and the same will be made available on the website for the employees.
