

POLICY FOR PRIVACY AND DISCLOSURE OF INFORMATION

In accordance with The Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011, as an extension to the Information Technology Act, 2000, all sensitive personal data or information that relates to a natural person, which either directly or indirectly, in combination with the other information available within WorkforceLogic, is capable of identifying such person, is carefully limited and particular attention is paid to proper use of this data or information.

Any and all sensitive personal data or Information collected, received, possessed, handled or stored in each employee personnel file, or any other disparate system, is not used or given to anyone outside WorkforceLogic unless it is required by law or unless WorkforceLogic has obtained specific written permission, in writing, to do so. WorkforceLogic will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

WorkforceLogic will also routinely respond to requests for verification of current and past employment but this will comply with all privacy regulations and will be limited to verifying employment dates and position held during their employment with WorkforceLogic. The release of information from current or past employee files to prospective employers or other inquirers will not be done by anyone who has not previously obtained previous instruction by Human Resources or Accounting, consent of the employee is obtained and representation will be taken from the prospective employers that it has an equal level of data protection before the information is released to the prospective employers.

All WorkforceLogic employees have the right to view certain documents in their personnel file, as provided by law, in the presence of a WorkforceLogic representative at a mutually convenient time.

Note:

1. This Policy must be published in the website of the WorkforceLogic
2. As per Rule 4 of the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 provides that the Policy for Privacy and Disclosure of Information shall provide for reasonable security practices and procedures provided under Rule 8. Rule 8 provides that a company shall be considered to have complied with reasonable security practices and procedures, if they have implemented such security practices and standards and have a comprehensive documented information security programme and information security policies that contain managerial, technical, operational and physical security control measures that are commensurate with the information assets being protected with the nature of business and further the Rule says that the international Standard IS/ISO/IEC 27001 on "Information Technology - Security Techniques - Information Security Management System - Requirements" is one such standard.