



असीमित ऊर्जा, अनन्त संभावनाएं
Endless energy. Infinite possibilities.

A MAHARATNA COMPANY

REC Limited

Data Privacy Policy

(Approved by BoD in the 515th Board Meeting held on 31.05.2024)

1. Policy Statement

REC Limited (herein after referred to as “REC,” “We,” “Us,” “Our”) recognizes the importance of establishing comprehensive policies and procedures to safeguard data privacy. This data privacy underscores our dedication to complying with applicable laws, regulations, and industry practices governing data privacy standards.

2. Purpose

This policy serves as a guiding framework to outline our commitment to protecting the confidentiality and safeguard the sensitive data and personal information of employees, contractors, vendors, customers, and value chain partners. Furthermore, this policy emphasizes the shared responsibility of every employee, contractor, and partners in upholding these principles.

3. Overview

This Data Privacy Policy of REC (“Policy”) sets out the rules and procedures relating to the processing of Personal and Sensitive Data.

4. Definitions

- a) **“Personal Information” and “Personal Data”** means any information that relates to a natural person.
- b) **“Processing”** of Personal Data shall mean any operation or set of operations that is performed upon Personal Data or on sets of Personal Data.
- c) **“Employee”** means a REC current or former employee.
- d) **“Sensitive Data”** means and include all information and details including NDAs, confidentiality agreements, business data, sensitive personal data or information including medical records and history, biometric information, financial information or any other data or information designated as confidential by REC Limited.
- e) **“Relevant Person”** means an Employee, customer, contractor, temporary and other workers at REC and/or any other third party working on REC’s behalf, job applicants and prospective bidders.

5. Scope

All employees, customers, contractors, consultants, temporary and other workers at REC, job applicants, prospective bidders including all personnel affiliated with third parties.

Scope of Coverage

A. Collection and processing of personal & sensitive data

REC may collect, process, and disclose Data of the Relevant Person (s) for purposes connected with its organizational activities. REC may only use and disclose Data for purposes that are reasonable and legitimate. REC shall obtain relevant person's consent regarding purpose of usage before collection of such information.

B. Disclosure and Transfer of personal and sensitive data

REC may from time to time, disclose and/or transfer the Relevant Person (s) Personal Data and Sensitive data to third parties, governmental bodies or other recognized bodies as required by any applicable law or guidelines of any applicable jurisdiction as deemed necessary by REC.

C. Updation of Data

REC shall allow information providers, upon request, to examine the data they have submitted and ensure that any personal data or sensitive personal data discovered to be erroneous or incomplete will be updated or changed as soon as feasible. REC shall not be responsible for the authenticity of the personal data or sensitive personal data or information supplied by the relevant person (s).

D. Security and Access of data

REC would take measures to protect personal and sensitive information from unauthorized access and ensure that access is only restricted to authorized individuals and protect it against unauthorized or unlawful processing, misuse, loss, destruction, or damage through appropriate measures.

6. Compliance and Reporting

REC Compliance division to ensure for policy implementation and measure its efficacy and report.

7. Review of Policy

The policy to be reviewed annually.

8. Grievances

For any grievances redressal, users/customers may contact the Grievance Redressal Officer regarding the redressal process provided under the Grievance Redressal Policy.
