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Sanzyme Biologics®

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Sanzyme Biologics Private Limited

Data Privacy Policy

Introduction

In the digital age, Sanzyme Biologics Private Limited ("we," "our," "us," or "the company") considers data privacy as a paramount concern. Around the globe, various rules and regulations have been enacted to safeguard personal data from misuse by reinforcing individual rights, promoting transparency, and shielding sensitive data from unauthorized access. In accordance with relevant data protection laws and regulations, the company is committed to protect your sensitive information in all respects.

Scope

This policy covers all personal information that the company gathers, handles, and keeps on file, including information on 'employees, workers, customers, vendors, and relevant business stakeholders' (herein referred to as "stakeholders").

Principles of Data Protection

The company adheres to the following principles to ensure the protection of personal data:

- **Lawful, fair, and transparent processing:** We process personal data in a way that complies with the law, is equitable, and is clear
- **Data Minimization:** We only gather personal information that is relevant, sufficient, and pertinent. We retain data necessary for the specific purpose declared to the data subject
- **Limitation on Purpose:** We only gather personal information for clear, explicit, and legal purposes. We don't use it for other unrelated purposes.
- **Accuracy:** We ensure correctness of personal information and take every reasonable step to delete or rectify inaccurate information
- **Storage Restrictions:** We store personal information till the accomplishment of the purpose for which data has been sought or any period for which it is intended to be maintained as per the relevant laws applicable to the company, whichever is later
- **Integrity and Confidentiality:** We handle personal data in a safe manner, guarding against accidental loss, destruction, or damage as well as unauthorized or illegal processing.

Types of Personal Data We Collect

We may gather and use the following categories of personal information:

- **Contact Information:** Name, address, phone number, and email address are the means of communication.
- **Employment Details:** Information about the job, including the title, work history, education, credentials, and references.
- **Financial Data:** Information on bank accounts and any relevant payment proofs
- **Health Information:** Medical history and health data (for employees and clinical trial participants)
- **Usage Data:** Details on the usage of our website and services, such as IP addresses, browser versions, and access durations

- **Other information:** Any specific information relevant to background verification of the stakeholder, mandatory information required as part of stakeholder onboarding and as required by relevant laws and regulations applicable to the company

How We Collect Personal Data

We use several methods to get personal information, such as:

- Directly from people who contact us through our website, email address, or phone.
- From employees or prospective employees, during job applications and while working for a company.
- From customers and vendors as a part of our day-to-day business operations.
- While doing research and clinical studies, if any

Legal Basis for Processing Personal Data

- **Consent:** When you have expressly consented for a restricted or particular use.
- **Contractual Necessity:** To carry out our contractual duties to you or, in the absence of a contract, to act on your request.
- **Legal Obligation:** Adhering to all applicable laws and regulations.
- **Legitimate Interests:** For the sake of our lawful commercial interests, if your rights and freedoms do not conflict with those interests.

How We Use Personal Data

We use personal information for the following uses:

- To deliver and enhance our services and goods
- To oversee our commercial interactions with partners, suppliers, and customers
- To speak with you and address any questions
- To oversee financial operations and handle payment processing.
- To carry out clinical trials and research
- To adhere to statutory and regulatory obligations
- To oversee employment issues and human resources

Data Sharing and Disclosure

Personal data may be shared by us with:

- **Service Providers:** Independent external agencies that carry out tasks for our legitimate business purpose
- **Regulatory Authorities:** As required by regulatory authorities in line with applicable laws or rules.
- **Business Partners:** In relation to partnerships or cooperative efforts
- **Other Third Parties:** When required to safeguard our legal rights, individual privacy, public safety, or property

International Data Transfers

We make sure that the necessary security measures are in place to secure personal data when it is transferred outside of its country of origin in compliance with relevant data protection legislation.

Data Security

We put in place organizational and technical safeguards to guard against unwanted access, loss, destruction, or alteration of personal data. Among these actions are:

- Protocols for authentication and access restrictions
- Safe storage options and encryption
- Routine audits and evaluations of security
- Programs for employee awareness and training

Data Subject Rights

- **Access:** To make a request to view their personal information.
- **Rectification:** To ask that incomplete or erroneous data be corrected.
- **Erasure:** To ask for their personal information to be deleted under specific circumstances.
- **Restriction:** To ask that processing be restricted in a certain situation.
- **Portability:** The ability to ask for their data to be transferred to another company.
- **Objection:** To object to processing that is carried out for direct marketing purposes or based on legitimate interests.
- **Withdraw Consent:** In cases when processing is done with consent, you can remove your consent.

Changes to This Policy

This Data Privacy Policy may be revised from time to time. Any modifications will be announced with an updated effective date on our website. To stay up to date on our methods for safeguarding your personal information, we advise you to periodically review this policy.

Contact Information

For any questions or concerns regarding this Data Privacy Policy or to exercise your rights, don't hesitate to get in touch with us at:

Address:

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