



Information Privacy Policy

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Table of Contents

1. Our Privacy Commitment.....	4
2. Security Organization.....	4
2.1. Policy Statement.....	4
2.2. Policy Details.....	4
2.2.1. Authorization Process for Information Processing Facility	4
2.2.2. Contact with Special Interest groups	4
2.2.3. Contact with Authorities	5
2.2.4. Independent Review of Information Security	5
2.2.5. Segregation of Duties`	5
2.3. Security Organization Structure.....	5
2.3.1. Information Security Steering Committee (ISSC)	5
2.3.2. Information Security team	5
3. What Information we collect	6
4. How we collect Information	7
5. How we use your Information.....	7
6. Data Security	7
7. Opt Out Choices	8
8. How long do we keep personal information for?.....	8
9. How can you access, amend or take back the personal data that you've given to us?	9
10. Do not sell my personal information.....	9
11. Policy Changes	9
12. Acceptance of Privacy Practices	9

1. Our Privacy Commitment

MathLogic is committed to protecting their privacy. This privacy Policy is intended to inform clients of the types of personal/ business information MathLogic collects, How it is used and what steps are taken to ensure that information is kept confidential and secure.

MathLogic privacy policy will be reviewed from time to time to take into account new laws and technology, changes to our operations and practices and to make sure remains appropriate to the changing environment. Any information we hold will be governed by the most current MathLogic.

This Privacy policy is based on The California Consumer Privacy Act of 2018 (CCPA) which gives consumers more control over the personal information that businesses collect about them including:

- The right to know about the personal information a business collects about them and how it is used and shared;
- The right to delete personal information collected from them (with some exceptions);
- The right to opt-out of the sale of their personal information; and
- The right to non-discrimination for exercising their CCPA rights.

Below is the personal information that MathLogic collects, processes/uses and secures.

2. Security Organization

2.1. Policy Statement

An organizational structure shall be defined to initiate and control implementation of information security throughout the organization. A management forum will ensure that there is clear direction and visible management support for security initiatives.

2.2. Policy Details

2.2.1. Authorization Process for Information Processing Facility

All new Information Processing Facilities shall be set up in accordance with the Security Policy of MathLogic. A Risk Assessment and an Internal Audit shall be done at regular intervals in line with the Risk Assessment methodology. The Information Security Group, based on the recommendations of the Information Security Manager / CISO, would define the acceptable risk levels.

2.2.2. Contact with Special Interest groups

Based on requirements, and proper validation of the vendor, Specialist advice shall be sought. This could be by way of having a Security Consultant on a yearly contract or on a per-call payable basis. The same could also be sought from non-profit agencies like CERT.

2.2.3. Contact with Authorities

Appropriate contacts with law enforcement authorities, regulatory bodies, fire department, emergency services, telecommunication providers and other service providers shall be maintained by the organization. These contacts ensure help can be availed of and is accessible during a crisis.

2.2.4. Independent Review of Information Security

It is the responsibility of the Information Security Manager to plan and conduct Internal Audit of the MathLogic Information Security Management System. These audits shall be carried out by the Internal Audit team. Information Security Manager shall decide the frequency of audits to suit its operations, however once a year is mandatory. The Internal Audit Team may comprise of external consultants also.

2.2.5. Segregation of Duties`

Segregation of duties for every employee shall be defined in order to prevent misuse of information or services. The duties shall be carefully considered by the Head of IT department while assigning responsibilities to the IT staff based on the nature of duties and the availability of staff. Separate responsibilities are also defined for the administrators.

2.3. Security Organization Structure

2.3.1. Information Security Steering Committee (ISSC)

The Information security Steering Committee (ISSC) will be a cross-functional team led by the CISO, CEO and CTO and comprised of other senior management from various functional areas.

The ISSC will undertake the following:

- Review and approve Information Security Policies and overall responsibilities;
- Ensure that all users are aware of their security roles and responsibilities;
- Ensure that appropriate security awareness is created throughout the organization;
- Ensure that the security culture seeps into the organization;
- Monitor significant changes in the exposure of information assets to various threats;
- Identify, classify and periodically review the criticality and confidentiality requirements of all types of information resources;
- Ensure that information security issues are appropriately addressed in the Business Plan;
- Approve major initiatives to enhance the information security.

The Information Security Steering Committee will meet at least once every quarter (Three months) to assess the security requirements of MathLogic.

2.3.2. Information Security team

The Information security team will be responsible for execution of information security program enforced by ISSC and implemented for MathLogic. This team has three areas of responsibilities: policy development, practice, and response.

- **Policy development** is focused on establishing and reviewing security policies for the company. At a minimum, both the risk analysis and the security policy will be reviewed on an annual basis.
- **Practice** is how the security team conducts the risk analysis, the approval of security change requests, reviews of security alerts from vendors and turns plain language security policy requirements into specific technical implementations.
- **Response** relates to how the team responds to violations identified by any monitoring systems and who does the actual troubleshooting and fixing of such a violation. Each security team member should know in detail the security features provided by the equipment in his or her operational area.

3. What Information we collect

Our business is to understand and meet our Client's need for our company wide services. To do this effectively, MathLogic collects and holds both consumer and business information.

Individual information held on a individual may include:

- First Name/and or Initial
- Last Name
- Gender
- Address
- Contact Telephone and e-mail particulars
- Age Profiling
- Social Media Information

Business information held on an entity may include:

- Job Title
- Contact name
- Company Name
- Postal Address of Company
- Telephone Number of Company
- Email Address
- Website Address
- Company profile/Description
- Number of employees
- Year of incorporation
- Industry Code of business

Information that is collected through automated means may include:

- IP address- MathLogic may use IP address for traceability
- Browser types- MathLogic use data subject's browser types for better experience
- Browser version- To identify the operating system and screen size of your device to ensure all content renders appropriately

- Google Analytics Information- The pages of our site that you visit, the time and date of your visit, the time spent on those pages and other statistics
- Geographic location- For language preference
- Social networking plugins- To redirect the data subject onto one of our social media pages

We also provide demo to our prospective customers where we host the service framework at our own end.

4. How we collect Information

During the course of business, MathLogic acquires information in primary 3 ways, use and disclose your personal information:

- We acquire it from other clients;
- We collect it from Publicly available sources and Professional paid services;
- Potential Clients sign up for trial of our services and willingly submit the documents / information which contain personal as well as business information.

Maintaining the confidentially personnel information is a top priority at MathLogic. Only authorized personnel have access to your information and our systems and procedures are designed to prevent the loss, misuse, unauthorized access, disclosure, alteration, or destruction of your information. We retain your information only as long as is required for the purpose for which it was collected and for any regulatory requirements.

5. How we use your Information

MathLogic compiles client's databases containing basic business information. Organization uses an individual's personal and business information only for the purposes for which it was collected.

All employees and contractors engaged by MathLogic to perform work that involves access to personal/business information are contractually required to keep the information confidential and private and are not permitted to use it in any way other than what is necessary to perform their work for MathLogic.

MathLogic also reserves the right to share the information to respond to duly authorized information requests of governmental, regulatory and law enforcement in accordance with applicable law.

For service trials, we process the documents willingly uploaded by the potential clients using our proprietary applications or otherwise to analyze the data and provide desired output to the client. It may include spreading the statements and analyzing the summaries for analytics.

6. Data Security

MathLogic is committed to keeping our customers personal data private and secure. MathLogic works hard to take reasonable precautions to protect our customer's personal information from loss, misuse or alteration. These precautions include limiting access to

such information to authorized individuals only. Personal information is destroyed once it is determined it is of no use or outdated. Agents, contractors, or partners who have access to personal information are required to keep the information confidential and are not permitted to use this information for any other purpose than to carry out the services they are performing for Organization.

Information exchange between MathLogic and MathLogic's Clients is shared through a secured FTP, which is done through an Encrypted Site to Site VPN Tunnel or VDI.

Information shared with MathLogic is processed in automated way and then that information is reviewed for signoff. Information is never retained on MathLogic system. All confidential information for each client resides on client's individual environment only. MathLogic does not have control on the client's environment or the protection of the environment. Clients are directly responsible to maintain data security of their own systems and environment. If any non-confidential information is shared with MathLogic, it is stored in secure environment. MathLogic does not share any information with 4th parties.

MathLogic's current client's customers do not interact directly with MathLogic. Individuals (customers) do not have direct access to their personal data into MathLogic environment. All requested changes for any personal record will be considered only after request generated and approved by our clients via a secure channel communication method (i.e. E-mail, Ticketing system or approvals)

7. Opt Out Choices

You can opt out of receiving future emails from MathLogic by following the unsubscribe procedures indicated in each email.

8. How long do we keep personal information for?

MathLogic will only hold your personal information on the systems for the period necessary to fulfil the purpose outlined in the Policy, contract agreement with the client/customer or until you request that the information be deleted in accordance with your right to erasure.

Data Retention / Deletion: For service trial submitted data, client has the option to soft delete the data. Clients have the option to retain the data for fixed number of days and choice can be made after uploading the documents. Data retention options are: 7 Days, 30 Days, 90 Days, Perpetual. Once the retention period is over (if opted), application will delete the data as per the choice selected by the client. No confirmation emails will be sent. Client can verify by logging in to their account or by sending an email to MathLogic.

MathLogic performs data collection, storage and processing on cloud servers hosted in the India. Most of the personally identifiable information as well as financial information is never stored. If any such information is stored, it is in the database which is encrypted as per organizations Information Security Policy. Documents uploaded by potential customers for service trial is stored in secured cloud storage, access of which is only to administrators and to the application which is encrypted. All required data is stored as well as transmitted using encryption (Data at Rest & Data in Transit).

9. How can you access, amend or take back the personal data that you've given to us?

You retain various rights in respect of your data, even once you have given it to us. These are described in more detail below:

- MathLogic provides customer with an option to stop processing their personal information at any time.
- MathLogic provides customer with an option to withdraw consent.
- MathLogic provides customer with an option to erase their personal information
- To opt out or delete the data, Customer can do so by emailing us at [**infosec@fnmathlogic.com**](mailto:infosec@fnmathlogic.com)
- Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative.
- Describe your request with sufficient detail that allows us to properly understand, evaluate and respond to it.

We can respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the information relates to you.

10. Do not sell my personal information

MathLogic will not sell your personal information. We maintain a separate webpage that allows you to opt out of the sale of your personal information which can be accessed by sending email request with the details on:

infosec@fnmathlogic.com

11. Policy Changes

This Privacy Policy is effective as of January 2022 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

FN MathLogic Consulting Services Pvt Ltd reserves the right to make changes to this Privacy Policy at any time so please check back periodically for our current Policy. If in the future MathLogic wish to use any business information in a manner not previously disclosed, Organization will post the policy changes here and if significant and will provide a more prominent notice to customers of these changes and provide the ability to opt-out.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

How to contact MathLogic:

**6th Floor, AWFIS,
Suncity Success Towers,
Sector 65, Gurgaon 122102
Contact Email: infosec@fnmathlogic.com**

12. Acceptance of Privacy Practices

Acceptance of this Privacy Policy is signaled by either acquiring services from MathLogic or by using the organization's web site or interactive banner ads. By accepting this Policy, the customer agrees to adhere to the terms and conditions posted on the web site and contained herein. Visitors, callers, customers or potential customers that do not agree with any of these terms, should not use the services or submit any personal information to MathLogic.