

18. Policy on Privacy & Security of client data

Authority Services	Chief Operating Officer
Circular No	BE&I/18/01
Version No	1.0 - 30.05.2018
Issuing Department	Business Excellence & Intelligence
Title	Policy on Privacy & Security of client data
Date	1st June 2018

Objective

To ensure the privacy of client details which are taken at the time of loan processing.

Scope

The policy is applicable to all employees SCNL

Applicability

This policy is effective from **1st June 2018**

Features

- SCNL does not share information pertaining to its clients with anyone except Regulatory Authorities.
- All employees need to exercise due care to ensure that the information pertaining to our clients (members) is kept confidential.
- Information should not be shared with any individual/ organization without prior written approval from HO.
- Anybody found divulging/sharing client Information with others without prior written approval from HO will be liable for disciplinary action.

Post disbursement Client data security

- One almirah and filing rack are assigned to every branch.
- The key of the record keeping Almirah shall be in control of the BCCM.
- Without permission of Branch Manager, no external person shall be allowed to access any member/loan related documents.

Dev Verma
Chief Operating Officer

