



SATIN Creditcare Network Limited

Document Control

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Created by	Pravupada Pandit, Shalini
Reviewed by	Vikas Umrao
Approved by	Anil Kwatra, Dhiraj Jha
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Revision History

Date	Version	Description (First Release/Revision)	Created by	Reviewed by	Approved by	Date of Board Approval
30/05/2018	1.0	Policy on Privacy & Security of Client Data		Dev Verma	Dev Verma	01/06/2018
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Classification / INTERNAL

1. Objective:

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

2. Scope:

The policy is applicable to all employees SCNL


3. Features:

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

Post disbursement Client Data security:

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

Any lapse in the above mentioned process will lead to the serious disciplinary action against concerned staff.

Name	Designation	Signature
Anil Kwatra	Head-Operational Excellence & Innovation	
Dhiraj Jha	Chief Risk Officer	