



SATIN Creditcare Network Limited

Document Control

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Created by	Pravupada Pandit, Saurabh Mishra, Binayak Lenka
Reviewed by	Vikas Umrao
Approved by	Anil Kwatra, Dhiraj Jha
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Revision History

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15/02/2024	2.1	Policy on Privacy & Security of Client Data	Pravupada, Saurabh, Binayak	Vikas Umrao	Anil Kwatra, Dhiraj Jha	22/03/2024
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Classification | INTERNAL

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 of SCNL


Features:

- SCNL does not share information pertaining to its clients with anyone except Regulatory Authorities/others after due approval.
- All employees need to exercise due care to ensure that the information pertaining to our clients is kept confidential.
- Information should not be shared with any individual/organization without prior written approval from below mentioned approving authorities.
- 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:

- One Almirah and filing rack are assigned to every branch.
- The key of the record-keeping Almirah shall be in control of the BM/ ABM.
- Without the 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 serious disciplinary action against concerned staff.

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