

Ucartz Online Private Limited Punalur, Kollam Kerala, India-691305 Mob: +91 7034004444

info@ucartz.com

# **Employee Privacy Policy**

## **Scope and Objective**

A Privacy Policy is a statement in which privacy and data protection principles followed by Ucartz Online Pvt. Ltd. Our employees (current or former employees, trainees), applicants, prospects and current or former members of the Board of Directors, whose personal information are processed by Ucartz.

This Privacy Statement explains the use and protection of personal information collected by Ucartz. It applies to any personal information you provide to Ucartz and, subject to local law, any personal information we collect from other sources.

Our Privacy policy covers our information practices, including how we collect, use, and share. It protects the personal information you provide to us through our web sites that link to this Privacy Statement.

# Information's collected by Ucartz

We may collect personal information such as your First Name, Last Name, E-mail Address, Job Title, Organization Name, Country, City and Phone Number. When you provide information that enables us to respond to your request for products or services. The information collected when you fill forms on or raise a query through our websites, or send emails, call us or write to us.



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#### **How Ucartz Use Your Data**

- For client communication, service, billing and administration.
- > Run marketing or promotional campaign.
- ➤ Provide information and services as requested by you.
- Maintain Leads.

## **Data Protection and Confidentiality**

Ucartz has implemented physical, technical and administrative security measures to protect personal information from loss, misuse, alteration or destruction.

Ucartz will take reasonable steps to ensure that all dealings in Personal Information:

- processed fairly & lawfully
- obtained only with the consent of the information provider;
- Available for review by the information provider, as and when requested.
- Be kept secure against unauthorized or unlawful processing and against accidental loss, destruction or damage, as per the prescribed standards.

#### **Changes to this Privacy Statement**

Please note that this Privacy Statement may be subject to change from time to time.