

# PRIVACY POLICY

*Under the Digital Personal Data Protection Act, 2023*

DPDPA Legal | Roots Cyber Law Firm | Template Form 01

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**Effective Date:** [●]

**Last Updated:** [●]

This Privacy Policy ("Policy") is issued by **[Company Name]**, a company incorporated under the laws of India, having its registered office at [Address] ("Company", "we", "us", or "our"), in its capacity as a **Data Fiduciary** under the Digital Personal Data Protection Act, 2023 ("DPDPA"). This Policy describes the manner in which we collect, process, store, use, disclose, and otherwise handle Personal Data of individuals ("Data Principals") who access or use our website, applications, products, or services.

## 1. DEFINITIONS

"Act"	The Digital Personal Data Protection Act, 2023, and rules framed thereunder.
"Data Principal"	The individual to whom the Personal Data relates.
"Data Fiduciary"	Entity which alone or jointly determines the purpose and means of processing.
"Personal Data"	Any data about an individual who is identifiable by or in relation to such data.
"Processing"	Wholly or partly automated operation on Personal Data — collection, storage, use, disclosure, erasure, or destruction.
"Personal Data Breach"	Unauthorized processing, accidental disclosure, alteration, destruction, or loss of access to Personal Data.
"Consent Manager"	As defined under the Act.

## 2. APPLICABILITY

This Policy applies to:

MANAGED BY ROOTS CYBER LAW FIRM

- ◆ Visitors to our website
- ◆ Users of our Services
- ◆ Customers, vendors, partners, and their representatives
- ◆ Any individual whose Personal Data is processed by us in India or in connection with offering goods or services within India

## 3. CATEGORIES OF PERSONAL DATA COLLECTED

### 3.1 Information Provided Directly by Data Principals

- ◆ Full name
- ◆ Contact details (email, phone number, postal address)
- ◆ Account credentials
- ◆ Government-issued identification (where required by law)
- ◆ Payment and billing information
- ◆ Communications and correspondence

### 3.2 Information Collected Automatically

- ◆ IP address
- ◆ Device identifiers
- ◆ Browser type and version

- ◆ Usage data and analytics information
- ◆ Cookies and tracking information

### 3.3 Information from Third Parties

- ◆ Identity verification providers
- ◆ Payment processors
- ◆ Business partners
- ◆ Publicly available sources

We do not knowingly collect Personal Data beyond what is necessary for the specified purposes.

## 4. LAWFUL BASIS FOR PROCESSING

We process Personal Data strictly in accordance with the Act and only:

- ◆ Upon obtaining **free, specific, informed, unconditional, and unambiguous consent** from the Data Principal; or
- ◆ For **legitimate uses** under Section 7 of the Act — including compliance with legal obligations, enforcement of legal rights, medical emergencies, employment-related purposes, and fraud prevention.

Consent shall be obtained through clear affirmative action and shall not be inferred from silence or pre-ticked boxes.

## 5. PURPOSE LIMITATION

Personal Data is processed solely for the purposes specified at collection:

- ◆ Provision and maintenance of Services
- ◆ Account management
- ◆ Transaction processing
- ◆ Customer support
- ◆ Compliance with applicable laws
- ◆ Fraud prevention and security
- ◆ Marketing communications (subject to consent)

## 6. NOTICE TO DATA PRINCIPALS

At or prior to collection of Personal Data, we provide a notice specifying:

- ◆ The categories of Personal Data collected
- ◆ The purpose of processing
- ◆ The manner in which Data Principals may exercise their rights
- ◆ The grievance redressal mechanism
- ◆ The procedure for withdrawal of consent

## 7. RIGHTS OF DATA PRINCIPALS

Right	Description	Section
Right to Access	Obtain confirmation and summary of Personal Data being processed.	Sec. 11
Right to Correction & Erasure	Request correction, completion, or erasure of inaccurate/unnecessary data.	Sec. 12
Right to Withdraw Consent	Withdraw consent at any time; withdrawal does not affect prior lawful processing.	Sec. 6(4)
Right to Grievance Redressal	Seek resolution of grievances relating to processing within statutory timelines.	Sec. 13
Right to Nominate	Nominate another individual to exercise rights in event of death or incapacity.	Sec. 14

Requests may be submitted to: **Email:** [privacy@company.com]

## 8. DUTIES OF DATA PRINCIPALS

- ◆ Not impersonate another person while providing Personal Data

- ◆ Not suppress material information
- ◆ Not submit false or frivolous grievances

## 9. CHILDREN'S DATA

- ◆ Verifiable parental consent shall be obtained prior to processing data of children (below 18 years).
- ◆ No tracking, behavioural monitoring, or targeted advertising directed at children.
- ◆ Additional safeguards shall be implemented in accordance with law.

## 10. DATA RETENTION AND ERASURE

- ◆ Personal Data retained only as long as necessary for the purpose for which it was collected.
- ◆ Retained to comply with applicable law or to enforce legal rights.
- ◆ Upon withdrawal of consent or completion of purpose, Personal Data shall be erased unless retention is mandated by law.

## 11. DATA SECURITY SAFEGUARDS

- ◆ Encryption and secure transmission protocols
- ◆ Role-based access controls
- ◆ Regular security audits and monitoring
- ◆ Incident response procedures

## 12. PERSONAL DATA BREACH

- ◆ Notification to the Data Protection Board of India in accordance with the Act
- ◆ Notification to affected Data Principals as required
- ◆ Reasonable remedial measures to mitigate harm

## 13. DISCLOSURE AND SHARING

- ◆ Service providers and data processors
- ◆ Regulatory or governmental authorities
- ◆ Legal advisors
- ◆ Business partners (with consent) — all bound by contractual confidentiality and safeguards

## 14. CROSS-BORDER TRANSFER

- ◆ Personal Data may be transferred outside India subject to restrictions or conditions notified by the Central Government under Section 16 of the Act.

## 15. SIGNIFICANT DATA FIDUCIARY (IF APPLICABLE)

If classified as a Significant Data Fiduciary, the Company shall:

- ◆ Appoint a Data Protection Officer (DPO) based in India
- ◆ Conduct Data Protection Impact Assessments (DPIA)
- ◆ Undertake periodic independent data audits
- ◆ Comply with additional obligations as prescribed under the Act

## 16. GRIEVANCE OFFICER

<b>Grievance Officer Name</b>	[●]
<b>Designation</b>	[●]
<b>Email</b>	[●]
<b>Address</b>	[●]

## 17. AMENDMENTS

We reserve the right to amend this Policy at any time. Updated versions shall be published on our website with the revised effective date. Continued use of Services after such publication constitutes acceptance of the revised Policy.

## 18. GOVERNING LAW

This Policy shall be governed by the laws of India. Any disputes shall be subject to the exclusive jurisdiction of courts located at **[City]**, India.

