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**Consent and Information Sharing Policy**

**DOCUMENT DETAILS**

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| **Document Approved by** | Bansari Joshi |
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**Review:** This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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## **Purpose**

The policy aims to protect sensitive information, mitigate risks, and promote awareness among employees and stakeholders, ensuring ethical and legal handling of data while supporting business operations.

## **Scope & Eligibility**

This policy applies to all employees, contractors, interns who share personal or business-related information within or on behalf of the organization. It covers all data collected from employees, ensuring compliance with confidentiality and data protection standards.

## **Consent and Information Sharing**

This Policy ensures transparency in collecting, using, and sharing personal and professional data while safeguarding confidentiality and privacy. It establishes guidelines for obtaining informed consent, complying with data protection laws, and defining secure data-sharing protocols.

As part of our business operations, there may be occasions where we share employee details, such as name, company email ID, employee ID, designation, and work location, etc., with third parties, when necessary.

Please be assured that we are committed to safeguarding your privacy, and any data shared will comply with applicable laws.

*You acknowledge that you have read and understood the purpose of sharing your information and grant your consent for the same. If you would like to review, update, or request changes to your information, or if you prefer not to share your details, you can contact us at* [*hrops@parkar.digital*](mailto:hrops@parkar.digital)*.*

## **Violation of Policy**

All employees are obligated to report violations of this policy to [hrops@Parkar.digital](mailto:hrops@parkar.digital) immediately.

The HR Head and Finance Head must approve of any exceptions to this policy in advance.

## **Enforcement**

Failure to comply with this policy may result in:

a. Withdrawal, without notice, of access to information and/or information resources.

b. Disciplinary action, up to and including termination.

c. Civil or criminal penalties as provided by law.

## **Document Owner and Approval**

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralized location with appropriate access control.