

US Solutions Pvt Ltd. - Data Privacy Policy

1. What This Policy Is About

We at US Solutions Pvt Ltd. take your privacy seriously. This policy explains how we handle your personal information – things like your name, contact details, and anything else that identifies you. We want to be clear about what we collect, why, and how we keep it safe.

2. Why We Have This Policy

Basically, we want to:

- Be upfront about how we use your data.
- Make sure we follow all the rules about data protection.
- Keep your information safe and secure.
- Build trust with you.

3. Who This Policy Applies To

This policy covers anyone whose information we handle – employees, clients, contractors, anyone. If we have your data, this policy applies to you.

4. What We Mean by "Personal Data"

Personal data is any information that can be used to identify you. That includes things like your name, address, email, phone number, and even your IP address.

5. How We Handle Your Data: The Basics

We follow these basic principles:

- We're fair and transparent.
- We only collect data we need.
- We keep your data accurate and up-to-date.
- We don't keep your data longer than we need to.
- We keep your data secure.
- We take responsibility for how we handle your data.

6. What Information We Collect and Why

We collect your information for specific reasons, like:

- Employee data: Payroll, HR, and work-related stuff.
- Client data: Project work, billing, and communication.
- We won't collect anything we don't need.

7. Your Rights

You have rights when it comes to your data:

- You can ask to see your data.

- You can ask us to fix any mistakes.
- You can ask us to delete your data in some cases.
- You can ask us to limit how we use your data.
- You can ask for a copy of your data.
- You can object to how we use your data.
- You can withdraw your consent.
- You have the right to not be subject to automated decision making.

8. Keeping Your Data Safe

We use security measures to protect your data, including:

- Restricting access to your data.
- Using encryption.
- Strong passwords and multi-factor authentication.
- Regular security checks.
- Backups and disaster recovery plans.

9. How Long We Keep Your Data

We only keep your data as long as we need it. We have a schedule for how long we keep different types of data, and we delete it securely when we're done.

10. Sharing Your Data

Sometimes, we need to share your data with other companies (like our data processors). We make sure they follow the same rules as us. If we send data overseas, we make sure it's protected.

11. What Happens If There's a Data Breach

If there's a security breach, we'll let you know and take steps to fix it.

12. Who's Responsible

Our Data Protection Officer (DPO) is in charge of making sure we follow this policy. Everyone at US Solutions Pvt Ltd. is responsible for keeping your data safe.

13. Training

We train our employees on data privacy and security.

14. Changes to This Policy

We'll update this policy as needed, and we'll let you know about any big changes.

15. Questions?

If you have any questions about this policy, please contact our DPO.

We want you to feel confident that your data is safe with us.