

udai.io — Data Privacy & Confidentiality Policy

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1. Purpose

Establish principles and controls for processing personal data and protecting confidential information at udai.io.

2. Definitions

Personal Data: any information that relates to an identified or identifiable individual. Confidential Information: non-public information belonging to udai.io or its customers.

3. Principles of Processing

Lawfulness, fairness, transparency; purpose limitation; data minimization; accuracy; storage limitation; integrity and confidentiality; accountability.

4. Data Subject Rights

Where applicable, honor rights of access, rectification, erasure, restriction, portability, and objection. Route requests to Privacy/Legal within required timeframes.

5. Legal Bases & Notices

Identify a valid legal basis before processing personal data (e.g., contract, consent, legitimate interests). Provide clear notices and obtain consent where required.

6. Collection, Use & Retention

Collect only what is necessary. Retain data per the retention schedule; securely dispose when no longer needed.

7. Sharing & Third Parties

Use DPAs with processors; perform privacy/security due diligence; restrict cross-border transfers to compliant mechanisms.

8. Security of Processing

Apply encryption, access controls, and monitoring proportionate to risk. Report incidents immediately; follow the Incident Response process.

9. Confidential Information & NDAs

Protect trade secrets, source code, customer lists, and financials. Use NDAs with external parties before sharing sensitive information.

10. Breach Notification

Escalate suspected personal data breaches immediately. Coordinate notifications to regulators and affected individuals as required by law and contracts.

11. Training & Accountability

All personnel must complete annual privacy and security training. Managers ensure policy adherence within their teams.

12. Revision History

Version 1.0 — Initial publication.