**3.3 Introduction to GDPR**

ICICI Bank needs to collect and use personal information and sensitive personal information (see definitions below) about its customers, employees, vendors and others with whom it communicates. Personal data must be dealt with in accordance with the Data Protection Legislation and includes personal information processed in any format, be it via computer (including e-mail, cookies, IP address and the internet), certain paper files, video, audio, telephone or other.

**Principles of the GDPR**

Where lCICI Bank determines how personal data is processed, ICICI Bank is likely to be a data controller and have a duty to comply with the principles of the GDPR relation to that personal data.

The principles are summarised as follows, personal data:

1. must be processed lawfully, fairly and in a transparent manner;

2. must be held for limited purposes in an appropriate way;   
3. must be adequate, relevant and not excessive in relation to the purpose(s) for which it is processed ('data minimisation principle);

4. must be accurate and, where necessary, kept up to date; 5. must not be kept for longer than is necessary for the purpose(s) for which it is processed ('storage limitation principles' ); 6. shall be processed in a secured manner to protect the data from unauthorised or unlawful process, accidental loss, destruction or damage ('integrity and confidentiality principle' ); and

7. shall not be transferred to a country or territory outside the UK unless the country or territory ensures an adequate level of data protection.

The data controller shall be responsible for and must be able to demonstrate compliance with these principles ('Accountability principle').