**3.8 Your responsibilities**

Each member of Staff agrees that they will:

* comply with the data protection principles as set out above at all times when accessing or otherwise processing personal data of which lCICI Bank is a data controller in the course of their employment;
* apply as relevant all other data protection obligations from time to time required of Staff by ICICI Bank in respect of ICICI Bank personal data;
* keep personal data confidential to the extent required;
* process personal data only as part of their duties to ICICI Bank and never for any other person or organisation or for their private own use;
* bring any suspected breach of Data Protection Legislation in respect of personal data to the attention of DPO and Compliance team;
* All documents (including spread sheets) containing personal data or sensitive data must be password protected, at all times
* adhere to the data retention and destruction timelines.

However, Staff must not:

* sell or otherwise provide copies of customer accounts data, our mailing lists/contact details to third parties (unless certain conditions are met);
* promote unrelated products and/or services;
* disregard the express wishes of data subjects (other than in limited circumstances such as where required by law); or
* process personal data in a way which we know the data subject will object to.
* Transfer personal data to their personal email id, their personal electronic device like laptop, pen-drive, etc.
* Store personal data (including customer data) on common drives.