

## **Outline India Research Private Limited** **Data Privacy Policy**

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### **1. Purpose**

Outline India is committed to protecting the privacy, confidentiality, and integrity of all personal data collected, processed, or stored during the course of its research and business operations. This policy aligns with applicable Indian data protection laws and international standards such as the **General Data Protection Regulation (GDPR)**, where applicable.

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### **2. Scope**

This policy applies to:

- All Outline India employees, field staff, and consultants
  - All vendors and third parties processing data on behalf of Outline India
  - All research respondents and client data subjects
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### **3. Types of Data Collected**

- **Personal Identifiable Information (PII):** Name, age, gender, contact details, etc.
  - **Sensitive Data** (where required and permitted): Health, caste, income, geolocation, etc.
  - Client and project-related data
  - Employee and vendor records
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### **4. Data Collection & Consent**

- Personal data is collected **lawfully, fairly, and transparently**, with **informed consent** wherever applicable.
  - Respondents are informed of the purpose, use, and voluntary nature of participation in any data collection effort.
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### **5. Data Use & Processing**

- Data is used strictly for research, operational, or contractual purposes.
- Outline India does not sell, trade, or misuse personal data.

- Only authorized personnel and vetted vendors are granted access to data, following strict need-to-know principles.
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## 6. Data Storage & Security

- Data is stored on **secure, access-controlled servers** (e.g., Google Workspace, SurveyCTO) with encryption.
  - Physical documents, if any, are stored securely with restricted access.
  - Regular security audits and access reviews are conducted.
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## 7. Data Retention & Deletion

- Data is retained only as long as necessary to fulfill the intended purpose or contractual/legal requirements.
  - Upon project closure or request, data is **securely deleted or anonymized**.
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## 8. Rights of Data Subjects

Outline India respects the rights of individuals to:

- Access their personal data
  - Request corrections
  - Withdraw consent (where applicable)
  - Request deletion, unless prohibited by law
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## 9. Third-Party Compliance

All vendors and partners handling data on behalf of Outline India must:

- Sign confidentiality/data processing agreements
  - Comply with Outline India's data protection standards
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## 10. Breach Notification

In the event of a data breach, Outline India will:

- Investigate immediately
- Notify affected parties and authorities (where required)
- Take corrective and preventive actions

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**Approved By:**

Management – Outline India Research Private Limited