



## **Data Protection Policy**

(Natures Basket Ltd)

### **Purpose and Scope**

The purpose of Data Protection Policy (this Policy) is to set out the process and the framework within which to collect, use and protect Personal and Sensitive Data, and this Policy shall apply to all Individuals working for Natures Basket Ltd. The Policy states how Natures Basket Ltd collects, uses, processes and safeguards the Personal Data and Sensitive Personal Data that it possesses, holds, and deals with, in accordance with the applicable Data Protection Law.

### **Data Protection Obligations:**

Personal Data shall be processed fairly and lawfully.

Personal Data shall be obtained only for specified and lawful purposes, and must not be processed in a manner which is incompatible with those purposes

Personal Data must be adequate, relevant and not excessive in relation to the purposes for which it is processed

Providers of Personal Data must, as and when requested, review the Personal Data and ensure that the Personal Data is accurate and, where necessary, kept up to date;

Personal Data processed for any purpose shall not be kept for longer than is necessary or is otherwise required under any other law for the time being in force;

Appropriate measures shall be taken against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, or theft of, Personal Data; and

Personal Data shall be transferred only if it is necessary for the performance of a lawful contract between Natures Basket Ltd. and the transferee entity, subject to prior permission from the provider of Personal Data

### **Collection, Use and Processing of Personal Data:**

Natures Basket Ltd. would use Individual's Personal Data for lawful purpose and only in connection with employment or the provision of goods, services to Natures Basket Ltd and it will ensure that such use is "fair" and "lawful".

Natures Basket Ltd. would use Personal Data after seeking Individual's consent and in ways that the Individual would reasonably expect, and not in a manner that would have unjustified adverse effects on him or her. Natures Basket Ltd. will endeavour to be compliant with the relevant laws of India while giving effect to the Policy.



Further details on collection, use and processing of personal data are provided in Annexure B to this Policy. However, Natures Basket Ltd. may process the Personal Data of any person without the consent of the person concerned for any of the following purposes:

1. The prevention or detection of crime;
2. The prosecution of offenders; and
3. The assessment or collection of any tax or duty;

**Security:**

Natures Basket Ltd. shall adopt Reasonable Security Practices and Procedures to protect Personal Data from accidental loss, theft, destruction, damage, unauthorised or unlawful processing. .In addition to the Natures Basket Ltd.'s obligations in this respect, it is incumbent upon Individual Employee and any other person to whom this Policy may apply, to comply with and take the steps

**Natures Basket Ltd. individual rights and access to information**

Natures Basket Ltd will maintain accurate and up to date Personal Data about each Individual as provided by the Individual. All Individuals shall have access to their own Personal Data. Individuals must regularly review and update their Personal Data that Natures Basket Ltd. holds in order to ensure that the Personal Data is correct and accurate. An Individual may request Natures Basket Ltd.to cease use of their Personal Data, and in such situation the Individual may contact the Data Protection Officer.

Individual will have a right to request a copy of your Personal Data held by Natures Basket Ltd. If the Individual would like to exercise any of their rights or require further information about how Natures Basket Ltd. uses the Individual's Personal Data, then such information may be sought from the Data Protection Officer.

**The Data Protection Officer**

Natures Basket Ltd. Data Protection Officer is Sudhir Tiwari (Head IT, Natures Basket Ltd.)

The Data Protection Officer's contact details are as follows:

Email: [sushir.tiwari@godrejnb.com](mailto:sushir.tiwari@godrejnb.com)

The Data Protection Officer shall ensure implementation of this Policy, and shall make the Policy available to Individuals and redress the grievances of the provider of Personal Data expeditiously within one month from the date of receipt of grievance. The Data Protection Officer in consultation with Natures Basket Ltd. management will update the Policy as required from time to time.

In the absence of the Data Protection Officer please contact your local Natures Basket in-house legal counsel or compliance officer.