



Company data protection policy

The Owl House **Data Protection Policy** upholds our commitment to treat information of employees, parents, children, stakeholders and other interested parties with utmost integrity and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

This policy refers to all parties (employees, job candidates, parents, children, suppliers etc.) who provide any amount of information to us.

All employees at The Owl House must follow this policy. This policy is also applicable to contractors, consultants, partners and any other external entities that hand over or disclose their information to us. Generally, our policy refers to anyone we collaborate with or to anyone who acts on behalf of The Owl House and may need occasional access to our data.

As part of the operations at The Owl House, we need to obtain and process information that may be personal in nature. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames, passwords, digital footprints, photographs, PAN or Aadhar details, financial data etc.

The Owl House collects this information in a transparent way and with complete consent, cooperation and knowledge of all interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by The Owl House within its legal and moral boundaries
- Protected against any unauthorised or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organisations, states or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data, The Owl House has direct obligations towards people to whom the data belongs. Specifically, we must:

- Let people know what information is being collected
- Inform people about how their data will be processed
- Inform people about who can access their information
- Have provisions or backups in cases of lost, corrupted or compromised data
- Make provisions for people to request that we modify, erase, reduce or correct data contained in our databases



To exercise data protection, we're committed to:

- Monitor and restrict access to sensitive data
- Develop procedures that make data collection transparent
- Train employees in online security and privacy measures
- Protect online data from cyberattacks by building secure networks
- Establish clear procedures for reporting privacy breaches or data misuse
- Communicate statements how we handle data by including contract clauses wherever necessary
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorisation etc.)

Data protection provisions for The Owl House will appear on our website.

Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.