

# Privacy Policy

We are committed to protecting your privacy. Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

At TopSource we recognise that your data is of a highly sensitive nature and should be kept confidential at all times. Please read on for more details of our Privacy Policy. This will explain our obligations to you and your obligations to us in relation to security and privacy issues on the website. Please note that this Privacy Policy does not apply to the practices of companies that TopSource does not own or control, or to people that TopSource does not employ or manage. However, it does cover our treatment of any personally identifiable information that TopSource business partners may share with us.

## *Collection and Use of your Data*

Data is processed by TopSource for the purpose of:

- Business and Operational use
- HR
- Payroll
- Document Archive
- Research, audit and analysis
- Monitoring and improving the services TopSource offer
- Any other matter which is required for the purpose of us providing the Services on the terms of our agreement with you

Personal data is also collected and stored for the purpose of managing and calculating your payroll and related tax issues. To calculate payroll we need to gather personal data such as, but not restricted to, name, address, date of birth, PAN No etc. along with pay history. This information allows us to manage and calculate the payroll, compile reports and submit in year and end of tax year returns to the Income Tax department in India when requested. We undertake to design our system in such a way to minimise the use of personal data. You acknowledge that TopSource has the right to scan the user database when required for administrative, advice and invoicing purposes.

## *Disclosure of your Data*

We undertake not to sell, trade or rent any personally identifiable information to others. We will send your personally identifiable information to others if:

- We need to share your information to provide the service or product you have requested.
- We need to send the information to others who work on behalf of TopSource to provide a service or product to you.
- We find that your actions violate the terms of our Terms of Use or any of our usage guidelines.
- We must respond to court orders and any other legitimate request by authorities with which we must comply.
- The information had been made anonymous or otherwise rendered generic.

### *Reviewing your Data*

You can edit your stored data at any time by signing in to the website and making the necessary changes. You can also request the deletion of your account, by contacting TopSource in writing. We undertake to correct, change or delete any inaccurate details upon receiving your reasonable written request for us to do so. If information is altered, we undertake to notify the third parties to whom the original information was communicated. We undertake to regularly delete any data that is out of date or no longer required.

### *Protecting your Data*

We undertake to adopt appropriate technical and organisational measures to protect personal data collected through or stored on our website. We are fully committed to taking all reasonable steps to protect the security and privacy of any information or data submitted to our website. We use the latest appropriate Internet security protocol to create a protected connection between you and our servers so that your data can be confidentially sent and retrieved. Once submitted, data is stored on servers and we endeavour to use leading technologies such as, but not limited to, data encryption, firewalls and server authentication, to protect the security of your data. Proper security procedures also provide that we may request proof of identification before we will release any data to you. We undergo periodic reviews of our security policies and procedures to ensure that the TopSource applications remain realistically secure and protected. Whilst we undertake to maintain the highest possible levels of security practicable to protect data it should be realised that with any data transfer and storage there is always some risk of unauthorised access. TopSource cannot be held liable for any breach of security. Any information or data submitted to us is done so at your own risk. Whilst we have security measures in place to protect your data, it remains your responsibility to keep your user ID and password details secret and to sign off from the website when you are not using it.

### *Links to third party websites*

Our website contains links to other websites. TopSource is not responsible for the privacy practices, the content or terms of use of these websites. We recommend that you examine the privacy policies and terms of use of these third party websites to understand their procedures for collecting, using, and disclosing your information.

## *Changes to our Privacy Policy*

TopSource reserves the right to change this Privacy Policy at anytime without prior notice. If we decide to change our Privacy Policy, we undertake to post any changes on this page so you are always aware of what information we collect, how we use it, and under what circumstances we disclose it. Therefore, you should check the Privacy Policy each and every time you access the website. The website is owned and operated by TopSource Infotech Solutions a company registered in India and registered office is at 3rd Floor, Giga Space, Gamma 1 building, Viman Nagar, Pune 411 014.

If you have any queries or would like to give us feedback please e-mail us at [info@topsource.in](mailto:info@topsource.in) or telephone +91 20 6763 7117