

	<h2 style="margin: 0;">Data Sharing Policy</h2>	Document No.	MECPL/Policy/ HR/ 20
		Rev. No.	00
		Rev. Date	01-12-2016

This Policy shall be called “**MECPL Data Sharing Policy**”. The company reserves the right to cancel or amend all or any part of Policy and issue supplementary rules at any stage.

OBJECTIVE:

Objective of this policy is to maintain confidentiality/secretcy of the data and its circulation.

APPLICABILITY:

This policy is applicable to all employees

PROCESS :

A) Customer:

Data sharing of the company with the customer can only be done by the HOD- Marketing only, after getting the approval from **President/COO/MD**. The request of the data sharing should come officially by the customer in written form (ie- Mail/Letter), only after the data can be shared by HOD-Marketing. No verbal communication will be entertained.

B) Supplier:

Further the approval process for data sharing will be applicable in case of suppliers also. In case of suppliers data sharing of the company with the suppliers can only be done by the HOD- Purchase only, after getting the approval from **President/COO/MD**. The request of the data sharing should come officially by the Supplier in written form (ie- Mail/Letter), only after the data can be shared by HOD-Purchase. No verbal communication will be entertained

Sharing of data (Customer/Supplier) through any channel except with prior approval from **President/COO/MD** is strictly prohibited. Sharing of data through informal communication/way is also strictly prohibited. This kind of data sharing without prior approval from authorities may lead to administrative action.



Mitesh Gera

COO