

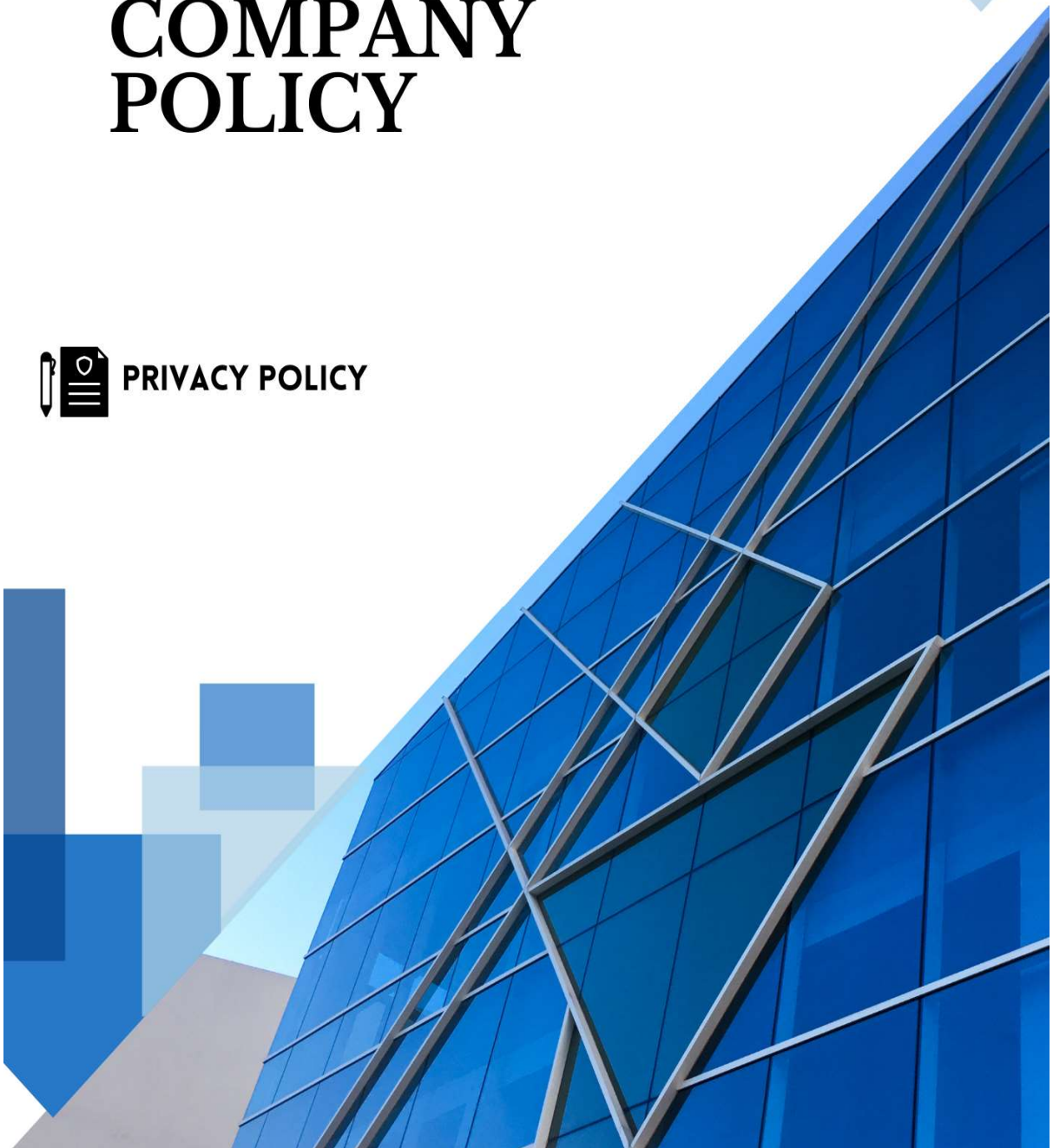


PARRISH PHARMACEUTICAL

COMPANY POLICY



PRIVACY POLICY



Title: Document and Data Privacy Management Policy

PARRISH PHARMACEUTICAL PVT. LTD.

Plot No-50, Sector-8A, SIDCUL, Haridwar, Uttarakhand, 249403

1. Purpose:

This Document and Data Privacy Management Policy is established by PARRISH PHARMACEUTICAL PVT. LTD. to outline the principles and guidelines for preserving documents and protecting data privacy within the Company. This Policy aims to ensure compliance with legal, regulatory, and industry standards, particularly in the pharmaceutical sector.

2. Scope:

This Policy applies to all employees, contractors, and third parties who access, process, or manage company documents and data.

3. Document Preservation:

3.1. Retention Period: The Company will establish and maintain a document retention schedule specifying the minimum and maximum retention periods for various types of documents. This schedule will comply with legal and regulatory requirements.

3.2. Document Destruction: Documents that have reached the end of their retention period will be securely destroyed through approved methods, ensuring they cannot be retrieved or reconstructed.

3.3. Archival: Critical documents, such as research records, clinical trial data, and regulatory submissions, will be archived in a secure and accessible manner for the duration specified by relevant regulations.

3.4. Version Control: All documents will have version control mechanisms to ensure the accuracy and integrity of information.

4. Data Privacy Management:

4.1. Data Classification: Data will be classified into categories such as confidential, sensitive, and public to determine appropriate levels of protection and access.

4.2. Access Control: Access to data will be granted on a need-to-know basis, and appropriate authentication and authorization controls will be enforced.

4.3. Data Encryption: Sensitive data will be encrypted in transit and at rest to prevent unauthorized access.

4.4. Data Retention: Personal data and sensitive information will only be retained for the necessary period and in compliance with relevant data protection laws and regulations.

4.5. Data Sharing: Sharing of data, particularly with third parties, will require appropriate agreements that outline data protection measures.

5. Training and Awareness:

All employees and relevant third parties will be trained on this Policy and will receive periodic updates on data privacy and document preservation best practices.

6. Compliance and Audit:

6.1. Regular audits and assessments will be conducted to ensure compliance with this Policy and relevant legal and regulatory requirements.

6.2. Non-compliance will result in appropriate corrective actions, which may include disciplinary measures.

7. Review and Updates:

This Policy will be reviewed and updated regularly to adapt to changing laws, regulations, and best practices.

8. Reporting:

Any concerns, violations, or potential breaches of this Policy should be reported to the designated data privacy officer or the company's compliance department.

9. Conclusion:

The preservation of documents and the protection of data privacy are critical for the integrity and success of our pharmaceutical company. This Policy serves as a guide to ensure our commitment to these principles and compliance with the law. All employees and stakeholders must adhere to this Policy and support our efforts to maintain the highest standards of document and data protection.

PARRISH PHARMACEUTICAL PVT. LTD.
Plot No-50, Sector-8A, SIDCUL, Haridwar,
Uttarakhand, 249403

- ***This Document and Data Privacy Management Policy is a living document, and it is essential to keep it updated to reflect the evolving needs and regulations of your pharma company***