BNP PARIBAS INDIA
PERSONAL DATA PRIVACY AND PROTECTION POLICY

PRIVACY POLICY

The Data Privacy and Protection Committee
April 2017

BNP PARIBAS

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This policy is based on and is to be read in consonance with:

- General Policy of the BNP Paribas Group on Personal Data Protection ("**BNP Paribas Group Policy**")
- The Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, notified under the Information Technology Act, 2000 ("**Information Technology Rules 2011**")

This Policy is applicable to the following entities under BNP Paribas India:

- BNP Paribas (acting through its Branches in India, including WM and BP2S accounts within the bank);
- BNP Paribas Securities India Private Limited;
- BNP Paribas Wealth Management India Private Limited ; and
- BNP Paribas Asset Management India Private Limited

Hereinafter collectively referred to as "**BNPP India**"

"Personal Information" or "Personal Data" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with them, is capable of identifying such person. It excludes any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force.

The Information Technology Rules 2011 lists constitution of Personal Information.

BNPP India collects, uses and stores Personal Information relating to employees, clients, investors, service providers, subcontractors, business partners, creditors, shareholders, suppliers, or individuals who represent these parties when they are legal entities, and other business contacts for human resources, business, regulatory and internal compliance purposes. It is essential for BNPP India to comply with the requirements of all applicable data protection and privacy laws in order to maintain customer and employee confidence.

BNPP India recognizes that the use and disclosure of Personal Information has important implications, both, for it as a business entity and also for the individuals concerned. Careful and considerate use of Personal Information is essential for maintaining trust and upholding BNPP India's business reputation and respecting the concerns people may have about how their Personal Information is stored, used or disclosed which helps to build strong and productive relationships.

BNPP India acknowledges it has obligations to ensure the collection, use, disclosure and general treatment of Personal Information is always fair and lawful and that Personal Information about individuals is protected against misuse, unauthorized or unlawful access, accidental loss, damage or destruction.

Consequently, in order to protect BNPP India's image and to comply strictly with the applicable regulations the following data protection principles summarized below will apply:

- Purpose and manner of collection of Personal Data:
  - Personal Data shall be collected for a purpose directly related to a function and activity of the data user.
  - The collection of the Personal Data or Personal Information is considered necessary for that purpose.
  - Consent shall be obtained in writing from the provider of the Personal Data ("**Provider**") regarding purpose of such collection.
  - Lawful and fair collection of adequate data.
  - The Provider shall be informed of the purpose for which the Personal Data is collected, to be used, the name and address of the agency that is collecting the Personal Data; and the agency that will retain the Personal Data.
  - The Provider must be made aware to the fact that the Personal Information is being collected.

- The Provider shall be provided with an option to not provide the Personal Data or Personal Information sought to be collected or to withdraw its consent given earlier during such collection by sending a written communication. In such case, BNPP India shall have the option to not provide the services for which the said Personal Information was sought.

- Accuracy and duration of retention of Personal Data:
  - All practicable steps shall be taken to ensure the accuracy of Personal Data.
  - The Provider can review the information provided by them as and when required and update the same for any inaccurate or deficient information which shall be corrected or amended as feasible.
  - BNPP India shall not be responsible for the authenticity of the Personal Data supplied by the Provider.
  - Personal Data shall not be retained for longer than is required for the purposes for which the Personal Data may lawfully be used or is otherwise required under any other law for the time being in force.

- Use of Personal Data:
  - Unless the Provider has given prior consent, Personal Data shall be used only for the purpose for which they were originally collected for or a directly related purpose.

- Security of Personal Data:
  - All practicable steps shall be taken to ensure that Personal Data is protected against unauthorized or accidental access, processing or erasure.
  - All practicable steps shall be taken to ensure implementation of security control measures as per documented information security programme and information security policies.

- Discrepancies and grievances handling of Personal Data related matters:
  - Address any discrepancies and grievances of the Provider with respect to processing of information in a time bound manner
  - A Grievance Officer is designated for this purpose and his/her name and contact details are available on the website.
  - The Grievance Officer shall redress the grievances of the Provider as expeditiously as possible, but within one month from the date of receipt of grievance.

- Disclosure of Personal Data:
  - Disclosure of Personal Data should be made only with the prior consent of the Provider or only if it is necessary for the performance of the lawful contract between the Provider and BNPP India.
  - When such the Personal Data is shared with any third party, such third party shall not disclose it further
  - However, disclosure of Personal Data may be made without obtaining prior consent from the Provider for compliance of a legal obligation to government agencies mandated under the law or under or pursuant to any order under the law in India passed by a court of competent jurisdiction or any statutory or regulatory authority.
  - BNPP India shall under no circumstances publish any Personal Data collected for any lawful purpose

In addition, BNPP India also observes the requirements stipulated in the Professional Code of Conduct for Employees as circulated by Compliance (Annually) for guidance, in particular the data protection principles specified therein.

BNPP India also recognizes that we may need to disclose Personal Information subject to necessary consent from the Provider to other branches / affiliates / entities within the BNP Paribas Group and external service providers ("Third Parties"). If the Third Parties are located in overseas countries, Personal Information may be sent only to countries with the same level of privacy and data protection laws as those that apply in India.

To be able to operate effectively with our overseas partners, BNPP India not only complies with the above general principles as per the Information Technology Act, 2000, and the rules made thereunder, and the BNP Paribas Group Policy, but the following practices are also applied:

- Formulation and setting up governance on Data Privacy Protection.
- Positioning and determining seniority of Data Protection Officer in BNPP India.

- Personal data protection is taken into account in the designation and development stage of new systems.
- Awareness to all staff on policies and procedures regarding Personal Data privacy & protection.
- Unauthorized access or disclosure or misuse of any Personal Information is treated as a disciplinary matter.
- Technical and organizational measures are in place to protect Personal Data against unauthorized or accidental access, processing or erasure.
- Regular reviews / self-assessments are conducted to ensure that BNPP India is in compliance with the requirements of all applicable data protection and privacy laws.

All personal data processors (a person or legal entity who performs any operation or set of operations upon Personal Data regardless of the process used, such as collection, recording, organization, storage, adaptation or alternation, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or interconnection, blocking, erasure or destruction) must ensure that their actions do not breach this policy, or any of BNPP India's other information security policies, guidelines or procedures designed to achieve compliance with applicable data protection legislation.

The Data Privacy & Protection Committee ("**DPPC**") of BNPP India is responsible for making sure that the regulations applicable to the protection of Personal Data are incorporated in the entity's procedures and that the BNP Paribas Group Policy and its principles are implemented.

The Data Privacy and Protection Committee is composed by the following permanent Committee Members:

- Country Head (Chair)
- Country COO (Data Protection Officer)
- Compliance
- Legal
- Human Resources
- ITO Client Management
- Organisation and Methods
- Bank IT
- Head BNP Paribas Securities Services (BP2S)
- COO, BNP Paribas Securities Services (BP2S)
- CEO, BNP Paribas Securities India Private Limited
- COO, BNP Paribas Securities India Private Limited
- CEO, BNP Paribas Wealth Management India Private Limited
- COO, BNP Paribas Wealth Management India Private Limited
- CEO, BNP Paribas Asset Management India Private Limited

The "**Data Protection Officer**" is to administer and monitor the following and ensure compliance with the local regulatory requirements:

- Ensure awareness and communication;
- Single point of contact for data protection framework;
- Managing and reporting incidents of loss or leakage of personal data;
- Advisory on local privacy law.

Failure to comply with this policy may result in disciplinary action up to and including possible dismissal. All individuals providing services to BNPP India should note that deviation from this policy could mean that in certain circumstances they are held personally liable for criminal and other breaches of laws designed to protect Personal information.