



PARTH SOMPURA FILMS LLP

(ISO 9001:2015 Certified)

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## Client Confidentiality & Data Privacy Policy

### 1. Purpose

Parth Sompura Films LLP (“the Firm”) is committed to protecting the confidentiality, integrity, and privacy of all client information and materials entrusted to us in the course of business. This Policy establishes clear standards for handling, storing, sharing, and disposing of client data in compliance with applicable laws and best practices.

### 2. Scope

This Policy applies to:

- All employees, directors, and partners
- Freelancers, contractors, and consultants
- Vendors, suppliers, and service providers
- Any other third parties who may access or process client information on behalf of the Firm

### 3. Definitions

- **Client Data:** Any information, materials, files, or communications provided by a client or created during the performance of services, including but not limited to:
  - Video footage and photographs
  - Scripts and storyboards
  - Project briefs and proposals
  - Correspondence and contracts
  - Personal data and contact information
  - Any material designated as “confidential,” “classified,” or “restricted”

### 4. Data Handling and Storage

- All client data must be:
  - Stored securely in **access-controlled systems and devices**
  - Protected against unauthorized access, alteration, or disclosure
  - Retained only for as long as necessary to fulfill contractual and legal obligations
- Examples of secure storage include:
  - Encrypted hard drives
  - Password-protected cloud storage with two-factor authentication
  - Restricted physical filing areas for hard copies

## 5. Data Sharing and Access Controls

- Client data may only be accessed by:
  - Members of the assigned project team
  - Authorized personnel with a legitimate business need
- Data shall **not be shared externally or internally beyond authorized individuals**, unless:
  - Explicitly approved in writing by the client, or
  - Required by law or regulation
- When sharing is authorized, data shall be transmitted using **secure, encrypted transfer methods**.

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## 6. Use of Encrypted Transfers

- All electronic transfers of client data must be conducted via:
  - Encrypted email attachments
  - Secure file transfer services (e.g., password-protected download links)
  - Avoidance of unprotected public sharing platforms or unsecured links

## 7. Non-Disclosure Agreements (NDAs)

- **All freelancers, vendors, contractors, and associates** engaged on projects involving client data must:
  - Sign a Non-Disclosure Agreement (NDA) before being granted access
  - Acknowledge their obligations to protect confidentiality and privacy
- NDAs shall be retained as part of project records.

## 8. Compliance with Data Protection Laws

- The Firm shall comply with:
  - The **Information Technology Act, 2000** (India)
  - Specific provisions for classified data under Official Secrets Act (Wherever Applicable)
  - Other applicable data protection regulations
- Clients may request information on how their data is collected, used, stored, and disposed of, and the Firm will respond promptly and transparently.

## 9. Data Breach Protocol

- Any actual or suspected data breach, loss, or unauthorized disclosure must be reported immediately to:
  - The Managing Partner
  - The designated Compliance Officer
- The Firm will:
  - Investigate the incident promptly
  - Notify affected clients as required
  - Take corrective action to prevent recurrence

## 10. Employee and Vendor Responsibilities

- All individuals covered by this Policy are personally responsible for:
  - Understanding and adhering to data protection standards
  - Ensuring the confidentiality and integrity of client data
  - Reporting any risks or incidents related to data security

## 11. Disciplinary Action

- Violation of this Policy may result in:
  - Termination of employment or contract
  - Legal action for damages or injunctions
  - Reporting to regulatory authorities where applicable

## 12. Policy Review and Updates

This Policy shall be reviewed annually and updated as necessary to reflect:

- Changes in law or regulatory requirements
- Technological developments
- Evolving client expectations and best practices

## 13. Acknowledgment

All employees, contractors, and vendors must sign an acknowledgment confirming they have read, understood, and agree to comply with this Policy.



Authorised Signatory