



PRIVACY POLICY

At Tata Communications Transformation Services (TCTS), we value the privacy of our customers and their clients. Protecting their privacy is important to us and it is a responsibility that we take very seriously.

In this Policy, we describe how we process (as “Processor”) the Personally Identifiable Information (PII) of our customers. For the purposes of this Policy, any mention of “Services” is a reference to all the products and services offered from Delivery Centres located in Australia & India (Chennai & Pune).

TCTS is committed to processing the PII of our customers as per the guidelines provided by them, supporting them for adhering to all applicable privacy laws, complying with data protection requirements and good practices, including:

- Lawful, fair and transparent processing of PII
- Adequate and relevant processing of PII
- Maintaining a documented inventory of the categories of PII
- Maintaining the accuracy of PII
- Application of the various exemptions allowable by data protection legislation
- Identification of workers with specific responsibility and accountability
- Continually improving the Privacy Management System

To prevent unauthorised access and to maintain data accuracy and privacy, we have put in place physical, electronic, and managerial procedures to safeguard and secure the information we process.



Sivasamban Natarajan
MD CEO
June 2021

Version	Description	Date of Issue
1	Initial policy	14th Oct 2019
2	Policy updated with Australia delivery centre details	4th Jun 2021