

# Privacy Policy



**At Kalinda Technical Services and consultancy, we prioritize confidentiality and respect the privacy of employees, clients, and third parties. We adhere to applicable data protection laws and ethical standards, ensuring transparency and security in handling personal information.**

## **Our Commitments**

- **Transparency:** Clearly communicate how personal information is collected, used, and disclosed.
- **Fair and Lawful Use:** Handle data responsibly and in compliance with legal requirements.
- **Data Minimization:** Collect only necessary information and retain it only as long as required.
- **Accuracy:** Keep data accurate and up to date.
- **Security:** Protect data with robust security measures.
- **Individual Rights:** Respect privacy rights, including access, updates, and deletion of personal information.

## **Implementation**

- Regular staff training on data protection.
- Secure processes for handling and storing personal information.
- Data shared with third parties only as needed and with proper safeguards.
- Clear privacy notices for transparency.
- Timely disposal of data no longer required unless legally mandated.

## **Governance**

This policy is reviewed regularly to ensure compliance with changing laws and business needs. For questions or concerns, contact us at [ho@kalindaservices.com](mailto:ho@kalindaservices.com).

KTSC is committed to upholding privacy and fostering trust in all business relationships.

  
**Deepshikha Singh**  
Admin & HR Head