

At LEPRA Society, we prioritize the confidentiality and security of all information entrusted to our employees, stakeholders, service provider and partners. As an organization committed to transparency and integrity, we adhere to strict policies regarding the handling of sensitive data, including but not limited to information, records, proceedings, policies, procedures, financial transactions, salary grades, programs, and activities associated with LEPRA Society's work.

This Privacy Policy outlines how we collect, use, disclose, and safeguard our organisations data.

Confidentiality Obligations:

- Employee Responsibilities:** Every employee of LEPRA Society is expected to uphold the highest standards of confidentiality in accordance with our policies and procedures. This includes safeguarding all confidential and proprietary information obtained during the course of employment.
- Non-Disclosure:** It is strictly prohibited for any employee to disclose confidential or secret facts or figures about LEPRA Society to any unauthorized person or entity. Such unauthorized disclosure constitutes a major misconduct as per our staff rules and may result in disciplinary action, up to and including termination of employment.
- Scope of Confidentiality:** Confidentiality obligations extend to all aspects of LEPRA Society's operations, including but not limited to internal communications, client information, financial records, strategic plans, and proprietary technology.

Data Protection Measures:

- Access Controls:** We implement robust access controls to ensure that confidential information is accessible only to authorized personnel who require such access to perform their duties.
- Encryption:** Where applicable, we utilize encryption and other technological safeguards to protect sensitive data from unauthorized access or interception.
- Training and Awareness:** We provide regular training and awareness programs to educate employees about their responsibilities regarding data protection and confidentiality.

Compliance and Enforcement:

- Policy Compliance:** All employees, contractors, and third parties engaged with LEPRA Society are expected to comply with this Privacy Policy and any related confidentiality agreements.
- Reporting Violations:** Any suspected violation of this Privacy Policy or breaches of confidentiality should be reported immediately to the appropriate authority within LEPRA Society for investigation and remedial action.
- Disciplinary Action:** Violations of confidentiality obligations may result in disciplinary action, including but not limited to warnings, suspension, or termination of employment, as determined by the severity of the breach and in accordance with our internal policies and procedures.

Updates to the Privacy Policy:

LEPRA Society reserves the right to update or modify this Privacy Policy at any time to reflect changes in legal or regulatory requirements, technological advancements, or organizational practices. Any such updates will be communicated to employees and stakeholders through appropriate channels.

Contact Information:

For inquiries or concerns regarding this Privacy Policy or our data protection practices, please contact: info@leprahealthin.in