



PADMINI VNA GROUP

Policy

DOC NO:

IT-D-45

Privacy Policy

PAGE:

1 of 3

REVISION RECORD SHEET

Revision		Description of Revision	Reason for Revision
No	Date		
00	01.01.23	INITIAL RELEASE	
01	03.02.26	1. Logo updated & released at group level, 2. Format changed, 3. Contents Modified as per TISAX & ISO 27001 Requirements.	System Improvements

Distribution:

S. No.	Designation	Applicability	Access		Qty	Date	Sign (Receiver)	Remarks
			Print	PDF				
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2)	HOD (QA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
3)	HOD (MNT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
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- Applicable
- Not Applicable

Prepared. By <i>Vivek Sharma</i>	Reviewed By <i>M. Lalit</i>	Approved By <i>SK Pandey</i>	Issued. By 	Rev. No: 01 Date: 03.02.2026
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QMS-F-28/00/270126/12



PADMINI VNA GROUP

Policy

DOC NO:

IT-D-45

Privacy Policy

PAGE:

2 of 3

1. Purpose

Padmini VNA Mechatronics Limited ("The Company") is committed to protecting your privacy. This policy outlines how we collect, use, and protect your personal information when you visit our website or our physical premises. By accessing our website or visiting our offices, you consent to the practices described in this policy.

2. Scope

This policy applies to:

- Visitors to our official website.
- Visitors to our physical offices and manufacturing plants (Premise Visits).
- Vendors and external partners interacting with our systems.

3. Information We Collect

3.1 Online (Website & Digital Interactions) When you register or interact with us online, we may collect:

- **Personal Details:** Name, email address, postal code, occupation, industry, and personal interests.
- **Technical Data:** IP address, browser type, cookie information, and page requests.



3.2 Offline (Premise Visits) When you visit Padmini VNA offices, we collect specific information for security and operational purposes, including:

- **Visitor Logs:** Name, contact details, company name, and purpose of visit.
- **Surveillance:** CCTV footage of entry/exit points and common areas for security monitoring.
- **Device Logs:** Details of any IT assets (laptops/media) you bring onto the premises.

4. How We Use Your Information

We use your data for legitimate business purposes only:

- To customize content and fulfil your requests for services.
- To manage physical security and access control within our premises.
- To contact you regarding services or safety announcements.

Prepared. By	Reviewed By	Approved By	Issued. By	Rev. No: 01 Date: 03.02.2026
Vivek Sharma		SK Pandey		

QMS-F-28/00/270126/22



PADMINI VNA GROUP

Policy

DOC NO:

IT-D-45

Privacy Policy

PAGE:

3 of 3

5. Information Sharing and Disclosure

- We do not sell or rent your personal identifiable information to anyone.
- We maintain confidentiality of your information for a period of 10 years after receipt, unless required otherwise by law.
- We may disclose information if required by law, court order, or government authority.

6. Your Rights

- **Consent:** You have the right to withdraw consent for data processing at any time.
- **Access & Correction:** You may request to update, correct, or remove your personal data.
- **Grievance Redressal:** If you have concerns about your data privacy, you may contact our Grievance Officer.

7. Contact Information

Grievance & Data Protection Officer: Mr. Sumeet Bhowmick, CHRO **Email:** ethics@padminivna.com **Response Timeline:** Grievances shall be resolved within 30 days of receipt.

Prepared. By	Reviewed By	Approved By	Issued. By	Rev. No: 01 Date: 03.02.2026
Vivek Sharma		SK Pandey		

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