

A guide to our GDPR compliance

Precise Research Solutions

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Purpose: This guide is prepared to assist the clients, partners and vendors of Precise Research Solutions Pvt. Ltd (“Hereinafter referred to as “We or us”) to understand the compliance measures adopted by us in terms of the General Data Privacy Regulation (“GDPR”).

Privacy Policy

- We have prepared a Privacy Policy that demonstrates all the fundamental requirements we meet to be compliant to GDPR.
- The Privacy policy is published clearly on our website and is thoroughly accepted as examined by our own staff.

Creation of a consent management program

- A consent management program is in place and is also the part of the website wherein the users provide their clear consent.
- An appropriate right to withdraw the consent is also provided to the users in the privacy policy, with reference to both the opt-out option and to writing an email to us for the same.
- The rights of the users who wish to withdraw the consent are also clearly mentioned in the Privacy Policy.

Establishment of data-processing activity mapping/inventory & justification for processing such data

We maintain adequate documentation for all the processing activities in electronic form which includes :

- purpose of collecting data;
- categorization of data in the manner of - transferred PII (“Personal identifiable information”), non-transferred PII, and sensitive and non-sensitive data;
- Date and time of consent from the users;
- Date and time of erasure / modification / objection of PII information;
- Maintaining and recording any EU certification;
- Recording all technical details of collecting data; and
- Recording and reviewing the out come of data protection impact assessment, whenever required.

Creation of a Data Subject Access Rights procedure

- A Data Subject Access Rights procedure is in place that allows users to request a copy of all Personal Data held regarding themselves.
- Such requests are handled within 30 days
- A record of these requests is logged and stored appropriately.
- The purpose, period, category, the information about recipients with who the data will be further shared can be disclosed to the users, and an email address for seeking such information is provided in our Privacy Policy.

Development of a Right to Erasure, rectification, or deletion.

- Our data erasure procedure allows users to request that their Personal Data be rectified, erased or deleted.
- Appropriate email addresses are provided to the users in our Privacy Policy to raise such issues.

Information security procedure.

- To reduce the risk to the users, we apply pseudonymization wherever possible through encryption.
- All the personal information transmitted is stored in our servers which is fully encrypted and secured.

Breach Management procedure

- A Breach Management procedure is well prepared, and the Privacy Policy clearly contains the email address to address such issues.
- We document such breaches and notify the supervisory authority within 72 hours.

Appointment of a Data Protection Officer (DPO)

- We shall be duly designating a DPO whenever our central purpose will require regular and systematic monitoring of data of the users.
- Our DPO should report directly to the CEO and/or board.

Overseas third country safeguards

- We have included standard data – protection clauses in our agreements with our customers and vendors.
- We have ensured that our agreements do not have a conflict with the fundamental rights or freedoms of the users.