

**GOVERNMENT OF PUNJAB**  
**Department of Food, Civil Supplies and Consumer Affairs**  
**-cum- Registrar, UID, Punjab**

**DATA PRIVACY POLICY**

Department of Food, Civil Supplies and Consumer Affairs -cum- Registrar, UID, Punjab (“Department”) is an Authentication User Agency (“AUA”) to provide access to Aadhaar based services of Department and the Sub-Authentication User Agencies (“Sub-AUA”) as mandated by the Unique Identification Authority of India (“UIDAI”). In compliance of AUA licensing requirements, the Department requires beneficiaries to provide certain pieces of information about themselves. The following Privacy Policy will be applicable for all such applications for using the services of this AUA directly and/or through its Sub-AUA.

Department is committed to protect the personal information of its beneficiaries and strives to maintain the privacy of all personal information that Department will have access to.

**Information collected**

Department will be collecting information about IP Address, geo location, cookies, browser information, device information etc. Together all such information being collected shall be referred to as the Information.

The information being collected may pertain to an individual or a corporation/entity availing the Sub-AUA services.

Personal information refers to any information from which the identity of the beneficiary is apparent or can be reasonably ascertained. For the purpose of this policy, sensitive personal data or information has been considered as a part of Personal Information.

**Utilisation of the Information**

The Information collected will be used for the following purposes:

- Verify the identity of the beneficiaries in line with the standards as expected by the UIDAI
- Complete the on boarding procedure for a beneficiary, for services under the Department and its Sub-AUAs.
- Accessing and updating beneficiary information
- Complete transactions effectively for Public Services rendered by the Department and its Sub-AUAs to their beneficiaries.
- Respond to requests for service or assistance
- Internal assessments, operations and related activities
- Ensure adherence to legal and UIDAI regulation requirements for prevention and detection of frauds and crimes

**Security Practices and Procedures**

Department has adopted reasonable security practices and procedures, in line with the Aadhaar Act, Regulations and specifications and the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011, to include, technical, operational, managerial and physical security controls in order to protect the Information from unauthorised access, or disclosure while it is under control.

Internal access to the Information is on a need- only basis. Further, employees and personnel of Department will be bound by Civil Services Rules, Code of Conduct and Confidentiality Policies which obligate them to protect the confidentiality of the Information.

Adequate steps will be taken to ensure that third parties to whom the Information is shared adopt reasonable level of security practices and procedures to ensure security of the Information.

The Information will be retained for as long as is required to provide the services to the beneficiaries, or as may be required for internal operations or as may be required by law.

### **Disclosure of Information**

**Internal Use:** Department and its designated officials may utilise the Information for the purposes as set out in the relevant Office Order(s).

**Authorised Third Parties:** Department may at its discretion employ, contract or include Third Parties external to itself for strategic, tactical and operational purposes. Such sharing of Information shall be governed by contractual agreements that are in compliance with Privacy Policy of the Department and any other appropriate confidentiality and security measures. The agreements ensure that the Information can be utilised by the Third Party only in a manner and for purposes that are specifically contemplated by the Department in the governing agreement.

**Restrictions on sharing:** Department may share any and all parts of the Information with Government agencies, administrative bodies, authorised law enforcement agencies, court, regulatory/governmental authority or any other organisation, individual or entity for the following reasons:

- Verification of identity for rendering public welfare services under various government schemes.
- Prevention, detection, investigation including but not limited to cyber incidents, prosecution and punishment of offences
- To comply with any applicable law, order, regulation, or government request
- To enforce applicable Terms of Service, including investigation of potential violation
- To detect, prevent, or otherwise address fraud, security or technical issues
- For any other purpose as required by law, judicial or administrative order or regulation

Department reserves the right to amend the privacy policy from time to time, with such amendments becoming effective immediately upon posting of the amended Privacy Policy on its official website i.e. <http://foodsuppb.gov.in/>

### **Grievance Redressal**

If case of any questions, grievances, requests, concerns, or comments about the privacy policy or relevant terms or conditions the Department may be contacted using the information below:

Joint Director -cum- Nodal Officer (UID),  
Department of Food, Civil Supplies and Consumer Affairs, Govt. of Punjab -cum- Registrar, UID, Punjab  
Anaa Bhawan, Sector 39-C,  
Chandigarh – 160036.

E-mail ID: [uidproject@punjab.gov.in](mailto:uidproject@punjab.gov.in)

Phone: 1800 200 1004 (Toll Free)