

## **Privacy Notice for Visitors**

Dear guest, we thank you for visiting Ncell Axiata (together referred to as “Ncell Axiata”, “us” or “we” or “our”) and trusting us with your personal data. In Ncell Axiata, we take Privacy seriously and all our activities are underpinned by our T.R.U.S.T principles of being Transparent, respecting your Rights, in our Use of your personal data, through robust cyber Security practices and we take due care when Transfer of data is required.

This Privacy Notice (“Notice”) expresses our commitment to respect and protect your privacy and treat privacy as an integral part of our business and we do not view this as an obligation, but rather as a commitment to maintain your confidence and trust. The Notice describes types of personal data we collect, how we may use such data and whom we may share it with. “Personal Data” in this regard means information about you that we may require to facilitate your visit in an efficient manner.

### **Information we collect**

We obtain basic personal data from you in our Visitors database and/or visitor log book, which includes but is not limited to:

- Contact information (such as name, company name, address, email address and telephone number)
- Copy of identification card (such as citizenship card, passport, driver’s license, government issued identification card with photograph or identification issued under the requirement of law)
- Reason for visit
- Photographs
- Date and Time
- Biometrics and facial recognition
- Security notes (special instructions and access restrictions) and times swiped in and out of the building
- Video footage which shall be recorded on our CCTV system installed on Company premises

The collected data will be used for recording and controlling access into the Company premises and security.

### **Purpose for processing personal data**

Your personal data may be collected, used or otherwise processed by us for, amongst others, for the following purposes:

- To maintain and report Internal records;
- Statutory / legal requirement;
- To facilitate access in case of recurring visits
- To facilitate your visit in an efficient manner
- To ensure that physical security of people (staff, visitors and contractors) and items along with security of confidential information located/accessible in our Company premises is maintained. This is done to prevent loss, frauds, thefts, injuries, terrorism and other events of such kind in the Company’s premises
- Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

The above shall hereinafter be referred to as the “Purposes”.

## **Data Sharing**

We do not routinely share/transfer your personal data with any external organizations or third parties. However, where and whenever we share/transfer your personal data, we shall do so in accordance with applicable data privacy laws and unless required or permitted by law.

## **Security**

We endeavor to collect and process your information in a safe environment by preventing any unauthorized or unlawful processing of personal data or accidental loss or destruction of, or damage to such information. We have implemented various physical, technical and administrative security measures to protect your personal data and our network from unauthorized access.

## **Retention**

Your personal data that has been collected will be retained as long as required to meet the purposes mentioned above. The retention period for storage of personal data is based on the requirements of applicable laws. However, in the absence of any relevant laws, personal data will be stored where it is required under the Company Policy.

## **Your Rights**

We respect your rights and privacy. We endeavor to protect the confidentiality, integrity of your personal data by taking steps to ensure that your personal data is accurate and up-to-date. In compliance with the Privacy Act, 2075 (2018) and our Data Privacy Policy, we assure you that you have right to access and correct your personal data.

For exercising your rights, you can reach out to us through the details under Contact Us section given below.

## **Contact Us**

If you have any questions or complaints about this notice, our privacy and information handling practices, you can contact us at :

Address: Ncell ICON, Ward No. 26, Lainchaur, Kathmandu Metropolitan City, Kathmandu District, Bagmati Pradesh, Nepal

E-mail ID: data.privacy@ncell.axiata.com

Phone Number: 9809005000

## **Updates to the Privacy Notice**

Ncell Axiata reserves the right to update this privacy notice, as and when need arises. This notice shall prevail over any of its previous versions. We highly recommend that you check back here from time to time to stay informed of any changes.

## **Version Info**

This notice was published on 10/30/2020 and last updated on 09/23/2020.