

PRIVACY POLICY

Company	VishTek Consulting Services LLC
Classification	Public / Published
Policy ID	POL-PRIV
Alignment	ISO/IEC 27001:2022 CCPA CPRA GDPR
Effective Date	04/01/2025
Policy Owner	Sheetal Parikh
Version	2.0

Version History

Version	Date	Policy Owner	Notes
1.0	04/01/2025	Sheetal Parikh	Original
2.0	07/01/2026	Sheetal Parikh	Reviewed with DFO – logo changes

1. Purpose and Scope

This Privacy Policy outlines how Vishtek Consulting Services LLC legally collects, manages, and protects personal data (Personally Identifiable Information - PII). It is designed to ensure compliance with applicable privacy laws and regulatory frameworks, including the California Consumer Privacy Act (CCPA), the California Privacy Rights Act (CPRA), and the General Data Protection Regulation (GDPR). This policy applies to all external PII collected, processed, or stored by Vishtek, its employees, contractors, and third-party service providers.

2. Data Minimization and Purpose Limitation

Vishtek is committed to the principles of data minimization and purpose limitation. We limit the collection, use, and disclosure of personal data to only what is strictly necessary, relevant, and lawful for our specific business operations and contractual obligations.

3. Data Subject Rights

Vishtek ensures that the rights of individuals regarding their personal data are fully respected and upheld according to applicable privacy laws. Data subjects possess the following rights:

- **Right to Access:** Individuals may request access to the personal data Vishtek holds about them.
- **Right to Correction:** Individuals may request that incomplete or inaccurate personal data be updated or corrected.
- **Right to Erasure:** Individuals may request the deletion of their personal data when it is no longer necessary for the purposes for which it was collected.



- **Right to Consent:** Individuals have the right to give, manage, or withdraw consent regarding the processing of their personal data.

4. Protection and Security of Personal Data

Vishtek applies robust technical and organizational controls to protect PII from unauthorized access, disclosure, alteration, loss, or destruction throughout its lifecycle.

- **Access Control:** Access to PII is strictly governed by the principle of least privilege, Role-Based Access Control (RBAC), and mandatory Multi-Factor Authentication (MFA).
- **Encryption:** Personal data is classified as "Confidential" or "Restricted" and is encrypted in transit using TLS 1.2 or higher, and at rest using AES-256 or equivalent encryption standards.
- **Data Retention and Disposal:** PII is only retained for as long as required by legal, regulatory, or business needs. When no longer required, digital PII is permanently deleted using industry-standard wiping software, and physical records are destroyed using cross-cut shredders.

5. Third-Party Sharing and Supplier Oversight

Vishtek does not sell personal data. If PII must be accessed, processed, or stored by third-party suppliers or Managed Service Providers (MSPs), Vishtek ensures these partners are bound by strict Non-Disclosure Agreements (NDAs) and vendor agreements. We mandate that suppliers adhere to security and privacy requirements consistent with this policy and monitor their compliance to ensure personal information is processed lawfully and transparently.

6. Privacy Breach Notification

Vishtek maintains a formal Incident Response Plan to swiftly detect, report, and manage any suspected or confirmed security events. In the event of a data breach involving personal information, Vishtek will act promptly to contain the incident and comply with all applicable state and federal breach notification laws to inform affected individuals and regulatory authorities within legally mandated timeframes.

7. Contact Information

If you have any questions regarding this Privacy Policy, our data protection practices, or if you wish to exercise your data subject rights, please contact us at:

Email: contactus@vishtek.com | **Phone:** +1 (860) 576-9730