

Intellectual Property Protection & Confidentiality Policy

Company: Deepsense Digital Solutions

Location: Kodambakkam, Chennai, India

Applicability: All employees, contractors, suppliers, business partners

1. Purpose

This policy establishes the Standard Operating Procedure (SOP) and guidelines for the protection of intellectual property (IP) and confidential information belonging to Deepsense Digital Solutions, its clients, and strategic partners including clients and business partners shared during the course of engagement

4. Confidential & Proprietary Information

Confidential or proprietary information includes:

- Business plans, pricing, proposals, contracts
- Client information, internal communications, and project details
- Employee information and personal data
- clients-related information obtained through affiliation, employment, or project engagement
- Any information marked confidential or reasonably understood to be confidential

5. Ownership of Intellectual Property

- All intellectual property created during the course of employment or contractual engagement using company resources shall remain the property of Deepsense Digital Solutions, unless otherwise agreed in writing.
- Client and partner IP, including clients intellectual property, shall remain the sole property of the respective owner.
- No individual may claim ownership, reuse, or distribute such IP without explicit authorization.

6. Protection & Usage Guidelines

6.1 Permitted Use

- Confidential information shall be used strictly for authorized business purposes.
- Access to IP and confidential information shall be limited to individuals with a legitimate business need.

6.2 Prohibited Use

- Use of confidential or proprietary information for personal gain or competitive advantage
- Unauthorized sharing, copying, publishing, or disclosure to third parties
- Use of clients or client information outside the scope of approved work

Deepsense Digital Solutions Private Limited

No 10, 3rd Floor, 1st Main Rd, United India Colony, Kodambakkam, Chennai, Tamil Nadu 600024 TN.

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- Retention of confidential materials after termination of employment or engagement

7. Information Security & Access Control

- Reasonable physical, technical, and administrative safeguards shall be maintained.
- Access to sensitive data shall be controlled through passwords, permissions, and approvals.
- Employees must follow internal IT security and data protection guidelines.

8. Obligations During and After Employment

- Confidentiality obligations apply during and after employment or affiliation.
- Upon exit, individuals must return or permanently delete all company and client information.
- Any continued obligation under client agreements (including clients) shall be honoured.

9. Training & Awareness

- Employees and relevant stakeholders shall be informed and trained on IP and confidentiality requirements.
- Written acknowledgements or declarations may be obtained.
- Training and acknowledgement records shall be retained.

10. Reporting of Breaches

- Any suspected or actual breach of intellectual property or confidentiality must be reported immediately to HR or Management.
- Reports shall be investigated promptly and confidentially.

11. Disciplinary Action

Violation of this policy may result in:

- Disciplinary action including suspension or termination
- Legal action for breach of contract or IP infringement
- Claims for damages or injunctive relief, where applicable

12. Policy Review & Approval

- This policy is approved by Top Management of Deepsense Digital Solutions.
- It shall be reviewed periodically or upon changes in legal or client requirements.

Approved By: Directors– Deepsense Digital Solutions

Effective Date: _____

A handwritten signature in black ink, appearing to read "Rakesh R", written over a horizontal line.

**Rakesh R - Director
Deepsense Digital Solutions Pvt**

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