



Policy for Non-Disclosure of Data

Last Updated: Feb 06, 2020

Applicable to: “Energy Efficient Building Materials Directory for India”

1. About BEE

The Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India. BEE is entrusted with the task of formulating and implementing energy efficiency initiatives within the framework of the Energy Conservation Act, 2001.

2. Policy Statement

The Bureau of Energy Efficiency (BEE) needs to collect, store and process data (including, at times, personal information) in the fulfilment of its legal mandate. BEE understands the importance of non-disclosure of such data and is committed to demonstrate compliance with the provisions set out in this policy.

3. Definitions

3.1 Data:

3.1.1 Data means any information in electronic/ physical form relating to an identified or identifiable natural or legal person (“data subject”), which is not available publicly, and has been shared privately.

3.1.2 Any information that a data subject is mandated to share publicly under a law may not be treated as Data even if it has not been made public by the data subject concerned.

3.2 Identifiable natural or legal person:

3.2.1 An identifiable natural or legal person is one who can be identified, directly or indirectly, in particular by reference to an identification number, and shall include any government or non-government organization incorporated through a law or registered under an appropriate law.



4. Collection of Data

As part of the Project, “Energy Efficient Building Materials Directory for India”, the data being collected from the relevant stakeholders includes:

- a) Membership details of registered industry associations
- b) Company details (e.g. name, address, contact information, authorised signatory, membership status, accreditations, GSTIN, annual turnover, exports contribution)
- c) Material/ Product details (e.g. name, use, application, specifications, thermo-physical properties, indicative prices)
- d) Supporting documents (e.g. certificates, brochures, photographs, energy bills)
- e) Manufacturing & production Information (e.g. technology, processes, production MIS information)
- f) Supply chain information
- g) Sales & distribution information
- h) Any other relevant information deemed necessary in interest of the project

5. Purposes

The collected data may be used for a variety of purposes, including:

5.1 Primary Purposes:

- a) Creation of reliable primary datasets of building materials across India
- b) Compilation of building materials database in the form of a directory of energy-efficient building materials for public use
- c) Design of policy roadmap to guide formulation, enforcement and monitoring of labels
- d) Research and statistical purposes

5.2 Secondary Purposes:

- a) Compliance with legal obligations, response to subpoenas, court orders, or other legal processes
- b) Prevention or investigation of fraud or any other illegal activity
- c) Protection of BEE’s rights, property, website and other systems
- d) Diagnosis and resolution of technical problems
- e) Responding to the queries
- f) Sending relevant communications
- g) For any other purpose with prior consent



6. Data Access and Sharing

6.1 Only those BEE employees who require access to data as a part of their functional responsibility will have access to it.

6.2 Data in any format will not be shared with a third party without a valid business reason, a contract, suitable Non-Disclosure Agreement (NDA) or Data Sharing Agreement in place.

6.3 Only limited primary data will be disclosed in public domain, like:

- a) Company details (e.g. name, address, website, contact information, branches)
- b) Material/ Product details (e.g. category, name, application, description, indicative prices, specifications, thermo-physical properties, authorized dealers, manufacturing units, brochures, photographs, case studies, green endorsements)

6.4 In general, certificates, energy bills and primary data, except as mentioned above in clause 6.3, related to manufacturing & production, supply chain, and sales & distribution will NOT be disclosed in public domain without prior consent. BEE acknowledges that such information is a valuable proprietary asset of the information provider.

7. Aggregated/ Anonymous/ De-Identified Data

7.1 BEE/ authorized third party may aggregate/ anonymize/ de-identify primary datasets, including via the use of web analytic tools.

7.2 Use and disclosure of aggregated/ anonymous/ de-identified information is NOT restricted by this policy.

8. Data Breaches and Compliance

8.1 If anyone believes that data held by BEE has been compromised in some way, they **MUST** report it immediately by writing an email to anju@beenet.in

8.2 BEE will investigate any reported/ suspected/ actual data security breach and notify the affected individuals/ parties where such notification is required by law.

8.3 An employee's failure to comply with any requirement of this policy may lead to an appropriate disciplinary action.

9. Review

This policy is subject to review and updation by BEE as per need.