

## Website Policies

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- Trademark Information
- Ownership of Materials
- Enforcement of Intellectual Property Rights
- Warranties and Disclaimers
- Dispute Resolution
- Updates

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#### **Hindustan Aeronautics Limited (HAL),**

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## **2. Hyperlinking policy**

Links to external Websites: Links to other Websites that have been included on this Website are provided for public convenience only. HAL is not responsible for the contents or reliability of linked Websites and does not necessarily endorse the view expressed within them. We cannot guarantee the availability of such linked pages. We cannot guarantee that these links will work all the time and we have no control over availability of linked pages. Also, we have no control over the availability/content of links to external Websites.

Links to Our Website by other Websites: We do not object to you linking directly to the information that is hosted on this Website and no prior permission is required for the same. However, we would like you to inform us about any links provided to this website so that you can be informed of any changes or updations therein. Also, we do not permit our pages to be loaded into frames on your site. The pages belonging to this website must load into a newly opened browser window of the User.

## **3. Privacy policy**

This website does not automatically capture any specific personal information from you, (like name, phone number or e-mail address), that allows us to identify you individually. Wherever the Website requests you to provide personal information, you will be informed for the particular purposes for which the information is gathered and adequate security measures will be taken to protect your personal information. We do not sell or share any personally identifiable information volunteered on the website site to any third party (public/private). Any information provided to this Website will be protected from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

We gather certain information about the User, such as Internet protocol (IP) addresses, domain name, browser type, operating system, the date and time of the visit and the pages visited. We make no attempt to link these addresses with the identity of individuals visiting our site unless an attempt to damage the site has been detected.

## **4. Content Ownership, Moderation and Approval policy**

Content is contributed by authorized contributors in a consistent fashion to maintain uniformity and to bring in standardization. In order to present the content as per the requirement of the viewer, and to retrieve the relevant content efficiently, it is contributed through a Content Management System which is web-based. The content has to be approved prior to being published on the website. The moderation thus is at two levels i.e. operator and approver.

### **(A) Content Updation- Routine:**

The routine content like Tenders, Recruitment Advertisements, rights are given to Divisional IMM & HR Head to update contents. Additionally, there is a provision to send the content to 4corporatewebsite@GroupWise with specific certificate.

**(B) Content Augmentation/ Updation- Non Routine:**

The updation/ new contents for inclusion in website to be sent to 4corporatewebsite@GroupWise with following approvals.

Sl.No	Section	Content Approving Authority
1	Production Unit / Liaison Offices / Products / Services	Division Head (ED / GM / CoP)
2	R & D Centers – Projects and any other information	R&D Center Head (ED / GM / CoP)
3	Tenders	IMM Head of Division/R&D Center
4	Careers	HR Head of Division/R&D Center
5	Financial Highlights	ED/GM - (FIN)
6	Suppliers	ED/GM - (IMM)
7	Culture / Sustainability / CSR / Corporate governance / Citizens charter / Human Resources / RTI	ED/GM - (HR)
8	Make in India / HAL's test facilities / JVCs	ED/GM - (PLG/JV/INDG)
9	Video gallery / Awards	ED/GM - (IT / MSD)
10	Exports	ED/GM - (Marketing)
11	Leadership / Investors	Company Secretary
12	Medical & Health	COMS
13	Media Releases	Chief of Media & Communications
14	Vigilance	CVO

**5. Content review policy (CRP)**

The company website is the face of HAL. It is therefore required to keep the content on the website current and up-to-date and hence there is a need for a Content Review Strategy.

Sl.No	Control Objective	Action	Responsibility
1	Changes and modifications are reviewed appropriately	A monthly circulation of list of changes in website excluding routine matters to all Directors, CEOs and GMs	CO-IT
2	Proactive regular updation of contents	Each page /section is associated with information owner and a quarterly request is sent to owner for updation, if any.	CO-IT

3	Suggestion for changes/comprehensive review	A Committee comprising of the representative of all Directors at the level of GMs review the entire website once in a year.	GM-IT
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## **6. Security policy**

- Website has been placed in protected zones with implementation of GatewayFirewall, IPS, dedicated Web Application Firewall configured in reverse proxy mode.
- Website was audited for known application level vulnerabilities before the launch and all the known vulnerability were addressed.
- All the development works are done in a separate development environment and are well tested on staging server before updating it on the production server.
- The content contributed through the content management system is through an authenticated way and is not published without proper authority. Further web based content update is also IP bound for adding security.
- All newly released system software patches; bug fixes and upgrades are installed on the web server.

## **7. Content archival policy**

Each of the content components that is valid for a particular period of time is accompanied by a validity date. For some of the components the validity date may not be known i.e., the content is stated to be perpetual. Under no circumstances, any content is to be displayed on the portal after the validity date.

Sl.No.	Content Element	Archival Policy
1	Tender	After End Date
2	Careers	After End Date