

## INTELLECTUAL PROPERTY (IP) PROTECTION POLICY

**Effective Date 1 March 2024**

At Indian Muneem, we are dedicated to providing exceptional services while upholding the highest standards of integrity, professionalism, and legal compliance. Our commitment extends beyond the quality of our services to encompass the protection of intellectual property rights, data privacy, and the overall trust and confidence of our clients, users, and stakeholders. In line with this commitment, we have developed the Website Intellectual Property (IP) Protection Policy to establish clear guidelines and procedures for safeguarding our intellectual property assets, ensuring compliance with relevant laws and regulations, and maintaining the security and integrity of our website.

This policy outlines our approach to protecting intellectual property rights associated with our website content, design elements, and data, as well as our obligations regarding data privacy, user confidentiality, and regulatory compliance. It applies to all individuals and entities interacting with or utilizing our website, including visitors, clients, users, employees, and third-party service providers. By adhering to the principles and practices outlined in this policy, we aim to preserve the integrity of our brand, promote trust and transparency in our online interactions, and demonstrate our unwavering commitment to legal and ethical standards in all aspects of our operations.

We encourage all stakeholders to familiarize themselves with the provisions of this policy and to support our collective efforts to safeguard intellectual property rights, protect data privacy, and uphold the reputation and credibility of Indian Muneem.

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## 1. Introduction:

This Website Intellectual Property (IP) Protection Policy outlines guidelines, procedures, and measures implemented by Indian Muneem to safeguard its intellectual property assets pertaining to its website. Intellectual property includes but is not limited to website content, design elements, software, logos, patents, trademarks, copyrights, trade secrets, any other proprietary information, and any other creative works displayed or accessible through the website. This policy aims to protect our intellectual property rights, maintain the integrity of our brand, and ensure compliance with relevant laws and regulations.

## 2. Definitions:

- i **Copyrights:** Copyrights are legal protections granted to authors, artists, and creators for their original works of authorship, including literary, artistic, musical, and dramatic creations. Copyright grants the creator exclusive rights to reproduce, distribute, display, and perform their work, typically for a limited period.
- ii **“Data”** refers to any information collected, processed, stored, or transmitted through the website including but not limited to the following:
  - a **User Information:** Personal data collected from visitors, clients, or users of the website, such as names, contact details, financial information, and any other information voluntarily provided through forms, registrations, or interactions with the website.
  - b **Financial Data:** Confidential financial information collected from clients or users for the purpose of services, including but not limited to income statements, balance sheets, tax records, invoices, and other financial records.
  - c **Website Analytics:** Data generated through the use of cookies, tracking technologies, or analytics tools to analyze website traffic, user behavior, and engagement metrics for the purpose of improving website performance, user experience, and marketing strategies.
  - d **User-Generated Content:** Content contributed by users or visitors to the website, such as comments, reviews, forum posts, or other forms of user-generated content, which may contain personal information, opinions, or intellectual property rights.
  - e **Transactional Data:** Information related to transactions conducted on the website, such as purchases, subscriptions, or service requests, including transactional details, payment information, and order history.
  - f **System Logs:** Records of website activities, access logs, error logs, and other system-generated data used for monitoring, troubleshooting, and security purposes.

- iii **Data Protection Laws:** Data protection laws regulate the collection, processing, and handling of personal data to protect individuals' privacy rights.
- iv **Digital Rights Management (DRM):** Digital Rights Management refers to technological measures used to protect digital content from unauthorized access, copying, or distribution. DRM systems enforce restrictions on the use of digital materials, such as e-books, music, videos, and software, to prevent piracy and ensure compliance with copyright and licensing agreements.
- v **Intellectual Property (IP):** Intellectual property refers to intangible creations of the human intellect, encompassing inventions, literary and artistic works, designs, symbols, names, and images used in commerce. IP is protected by laws, such as patents, trademarks, copyrights, and trade secrets, which grant exclusive rights to creators or owners.
- vi **Patents:** Patents are legal protections granted to inventors for their unique inventions or discoveries, providing exclusive rights to make, use, and sell the invention for a limited period. Patents encourage innovation by rewarding inventors with the right to exclude others from exploiting their inventions without permission.
- vii **Trademarks:** Trademarks are distinctive signs, symbols, logos, or words used to identify and distinguish the goods or services of one party from those of others. Trademark protection grants exclusive rights to the owner to use the mark in commerce and prevents others from using similar marks that may cause confusion among consumers.
- viii **Trade Secrets:** Trade secrets are confidential business information, such as formulas, processes, methods, or customer lists, which provide a competitive advantage and are kept secret to maintain their value. Unlike patents, trademarks, or copyrights, trade secrets are protected indefinitely as long as they remain secret and are subject to reasonable efforts to maintain confidentiality.
- ix **Website Content:** Text, images, graphics, videos, audio, and other materials published or displayed on the website.
- x **Website Design Elements:** Layout, structure, navigation, and visual elements (e.g., colors, fonts, icons) comprising the user interface and user experience of the website.

### 3. Purpose:

The purpose of the Website Intellectual Property (IP) Protection Policy is to establish guidelines and procedures to safeguard the intellectual property assets associated with the Indian Muneem website. This policy serves the following purposes:

- i **Preservation of Intellectual Property Rights:** By clearly outlining ownership of website content and design elements, the policy ensures that Indian Muneem retains full control over its intellectual property assets, including copyrights and trademarks.
- ii **Mitigation of Unauthorized Use or Infringement:** The policy sets forth measures to prevent unauthorized reproduction, distribution, modification, or exploitation of website content, thereby mitigating the risk of intellectual property infringement by third parties.
- iii **Protection of Brand Integrity:** By protecting the integrity of its intellectual property, including trademarks and copyrighted materials, the policy safeguards the reputation and credibility of the Indian Muneem brand in the online domain.

- iv **Compliance with Legal and Regulatory Standards:** The policy ensures compliance with relevant laws and regulations governing intellectual property rights, including copyright law, trademark law, and digital rights management regulations.
- v **Promotion of User Confidence:** By maintaining robust security measures and respecting the intellectual property rights of users and third parties, the policy fosters trust and confidence among website visitors, clients, and stakeholders.
- vi **Facilitation of Dispute Resolution:** The policy establishes procedures for reporting and addressing allegations of intellectual property infringement, enabling prompt investigation and resolution of disputes in accordance with legal requirements.
- vii **Adaptability to Evolving Risks and Standards:** Regular review and updates to the policy allow Indian Muneem to adapt to evolving cybersecurity threats, changes in legal standards, and industry best practices, ensuring continued effectiveness in protecting intellectual property assets.

#### 4. Applicability:

The provisions outlined in the Website Intellectual Property (IP) Protection Policy apply to all individuals and entities interacting with or utilizing the website, including but not limited to:

- i **Website Visitors:** Individuals accessing or browsing the website to obtain information about the services, regardless of whether they engage in further interactions or transactions.
- ii **Clients:** Individuals or organizations seeking from Indian Muneem and providing personal, financial, or business information through the website for the purpose of service delivery.
- iii **Users:** Individuals registered or subscribed to Indian Muneem website accounts, including those accessing restricted areas, submitting inquiries, or participating in interactive features such as forums, blogs, or comment sections.
- iv **Employees:** Personnel of Indian Muneem responsible for website management, content creation, technical support, or customer service functions, involved in the collection, processing, or handling of data obtained through the website.
- v **Third Parties:** Service providers, partners, or vendors engaged by Indian Muneem to support website operations, hosting, analytics, or other functions, subject to contractual obligations and compliance with the policy provisions.
- vi **Regulatory Authorities:** Government agencies, regulatory bodies, or law enforcement entities with jurisdiction over intellectual property rights, data protection, consumer privacy, or other relevant regulatory matters applicable to website activities.

#### 5. Policies, Procedures, and Records:

This policy shall set up policies, and procedures and shall enable the maintenance of records relating to the following:

- i outlining the guidelines for protecting intellectual property assets associated with the website, including copyrights, trademarks, and trade secrets. It establishes ownership rights, confidentiality measures, and compliance with relevant laws and regulations.
- ii defining the process for identifying intellectual property assets associated with the website, including original content, design elements, and proprietary software.
- iii specifying procedures for evaluating the value and uniqueness of intellectual property assets and implementing appropriate protection measures, such as copyright notices, trademark registrations, and trade secret protocols.

- iv establishing protocols for monitoring and enforcing intellectual property rights, including periodic audits, infringement detection, and legal actions against violators.
- v defining procedures for collecting personal and sensitive data through the website, including consent mechanisms, data minimization principles, and lawful processing requirements.
- vi outlining protocols for securely storing data collected through the website, including encryption standards, access controls, and data retention periods.
- vii specifying procedures for sharing and transferring data obtained through the website, including data sharing agreements, cross-border data transfers, and compliance with data protection laws.
- viii detailing procedures for submitting user-generated content to the website, including content guidelines, submission forms, and acceptance criteria.
- ix defining the process for reviewing and approving user-generated content before publication, including content moderation criteria, review queues, and approval workflows.
- x establishing protocols for removing inappropriate or infringing user-generated content from the website, including notification procedures, appeals processes, and record-keeping requirements.
- xi specifying procedures for obtaining licenses or permissions for third-party content used on the website, including license agreements, attribution requirements, and compliance checks.
- xii defining protocols for integrating third-party content into the website, including content sourcing, integration methods, and quality assurance processes.
- xiii establishing procedures for managing third-party content licenses, including tracking expiration dates, renewing licenses, and updating content as needed.
- xiv detailing procedures for reporting security incidents, data breaches, or intellectual property infringements affecting the website, including incident notification channels and reporting requirements.
- xv defining protocols for investigating security incidents, including incident analysis, root cause identification, and evidence preservation.
- xvi establishing procedures for mitigating the impact of security incidents, restoring affected services, and implementing corrective actions to prevent recurrence.
- xvii establishing a practice of maintaining a record of intellectual property assets associated with the website, including copyrights, trademarks, patents, and trade secrets.
- xviii maintaining a record of intellectual property assets associated with the website, including copyrights, trademarks, patents, and trade secrets.
- xix recording ownership details, registration status, expiration dates, and licensing agreements for each intellectual property asset.

- xx documenting data processing activities related to data collected through the website, including data types, purposes, sources, recipients, and security measures implemented.
- xxi demonstrating compliance with data protection regulations by maintaining accurate records of data processing activities.
- xxii recording content moderation activities performed on user-generated content, including content submissions, reviews, approvals, rejections, and reasons for moderation decisions.
- xxiii maintaining an audit trail for content management practices to ensure compliance with content moderation policies.
- xxiv maintaining records of licenses, permissions, or agreements obtained for third-party content used on the website, including terms, conditions, expiration dates, and compliance status.
- xxv ensuring compliance with intellectual property laws and contractual obligations by maintaining accurate records of third-party content licenses.
- xxvi documenting security incidents, data breaches, or intellectual property infringements affecting the website, including incident details, response actions, resolutions, and lessons learned.
- xxvii facilitating post-incident analysis and continuous improvement of security measures by maintaining detailed records of security incident reports.

## 6. Scope:

The Website Intellectual Property (IP) Protection Policy encompasses all aspects related to the management, protection, and enforcement of intellectual property rights associated with the website. This policy applies to:

- i **Website Content:** All text, images, graphics, videos, audio, and other materials published or displayed on the website, regardless of their format or presentation.
- ii **Website Design Elements:** The layout, structure, navigation, visual elements (e.g., colors, fonts, icons), and user interface/user experience (UI/UX) design features that constitute the overall design and presentation of the website.
- iii **Intellectual Property Ownership:** The ownership of intellectual property rights, including copyrights, trademarks, and other proprietary rights, pertaining to website content and design elements, whether created internally or obtained from third-party sources.
- iv **User Contributions:** Any content contributed by users, visitors, or third parties to the website, such as comments, reviews, forum posts, or other forms of user-generated content, subject to the terms of use and licensing provisions outlined in this policy.
- v **Third-Party Intellectual Property:** The use, licensing, or incorporation of third-party intellectual property, including copyrighted materials, trademarks, logos, and software, on the website, governed by applicable licensing agreements, permissions, and usage restrictions.
- vi **Security Measures:** The implementation of security measures and protocols aimed at safeguarding the website from unauthorized access, hacking, data breaches, malware, or other cyber threats that could compromise the integrity or confidentiality of intellectual property assets.
- vii **Reporting and Enforcement:** Procedures for reporting and addressing allegations of intellectual property infringement, violations of usage terms, or unauthorized activities related to website content or design, including

the investigation, resolution, and enforcement of such matters in accordance with legal requirements and internal protocols.

- viii **Legal and Regulatory Compliance:** Adherence to relevant laws, regulations, and industry standards governing intellectual property rights, including copyright law, trademark law, digital rights management (DRM) regulations, and data protection regulations, as applicable to website operations and content management.

## 7. Scope and Quality of Risk Assessment:

The scope and quality of the risk assessment for the Intellectual Property (IP) Policy for the website are crucial components in ensuring the effective management and protection of intellectual property assets. This risk assessment aims to identify, evaluate, and mitigate potential threats and vulnerabilities associated with the website's intellectual property, fostering a proactive approach to risk management.

### i Scope of Risk Assessment:

The risk assessment encompasses the following key areas:

**a. Website Content:** Evaluation of the risk associated with the creation, publication, and distribution of original content, and design elements, including text, images, graphics, videos, and other multimedia elements and multimedia assets displayed or accessible on the website. Assess the likelihood of unauthorized copying, distribution, or modification of website content by third parties.

**b. Website Design Elements:** Assessment of risks related to the website's design, layout, and visual elements, including potential infringements on design patents or trademarks.

**b. User-Generated Content:** Assessment and examination of the risk posed by user-generated content contributed to the website, including comments, reviews, forum posts, and other submissions, including the potential for copyright infringement, offensive content, violations of intellectual property rights, defamation, or other legal liabilities arising from user-generated content.

**c. Third-Party Content:** Evaluation of risks associated with the use of third-party content on the website, including licensed images, videos, and software. Assess compliance with licensing agreements, attribution requirements, and usage restrictions for third-party content.

**d. Data Privacy and Security:** Identification of risks related to the collection, processing, and handling of personal data on the website, including the potential for data breaches, unauthorized access, or misuse of personal data collected through the website, ensuring compliance with data protection laws, licensing agreements, permissions, intellectual property laws, encryption standards, access controls, and data retention policies to mitigate data privacy risks.

**e. Intellectual Property Enforcement:** Assess the risk of intellectual property infringement by third parties, including copyright violations, trademark infringement, and misappropriation of trade secrets. Evaluate the effectiveness of enforcement measures, such as copyright notices, DMCA takedown requests, and legal actions against infringers.

### ii Quality of Risk Assessment:

**a. Comprehensive Evaluation:** Ensuring a thorough examination of potential risks by considering all aspects of intellectual property associated with the website, from content creation to user interactions, considering both internal and external factors that may impact intellectual property rights.

**b. Identification of Threats and Vulnerabilities:** Identifying potential threats and vulnerabilities to intellectual property assets, including technological risks (e.g., hacking, data breaches), legal risks (e.g., copyright infringement, trademark disputes), and operational risks (e.g., insufficient content moderation procedures).

**c. Quantification of Risks:** Quantifying the likelihood and potential impact of intellectual property risks using risk assessment methodologies, such as risk matrices or risk scoring systems. Prioritize risks based on their severity and likelihood of occurrence.



**d. Risk Mitigation Strategies:** Developing and implementing risk mitigation strategies to address identified intellectual property risks effectively. Establish controls, safeguards, and preventive measures to minimize the likelihood and impact of intellectual property breaches.

**e. Continuous Monitoring and Review:** Implementing mechanisms for continuous monitoring and review of intellectual property risks, including regular audits, security assessments, and compliance checks. Update the risk assessment periodically to reflect changes in the website's operations, content, or external factors affecting intellectual property rights.

**f. Legal and Regulatory Compliance:** Assessing risks in alignment with relevant intellectual property laws, regulations, and industry standards to ensure compliance and reduce legal liabilities.

**g. Identification of Emerging Threats:** Anticipating and identifying emerging threats or trends in the digital landscape that could impact intellectual property, such as new forms of online infringement or evolving cybersecurity risks.

**h. Risk Prioritization:** Prioritizing identified risks based on their potential impact and likelihood, allowing for the allocation of resources to address high-priority concerns effectively.

**i. Regular Review and Updates:** Conducting periodic reviews of the risk assessment to account for changes in the digital environment, technological advancements, and updates to intellectual property laws or regulations.

## **8. Security and Confidentiality Management:**

Security and confidentiality management are paramount considerations in safeguarding intellectual property assets and ensuring the trust and integrity of the website. This entails implementing robust measures to protect against unauthorized access, data breaches, and disclosure of sensitive information. The following principles guide our approach to security and confidentiality management:

### **i Risk Assessment:**

- a. Conducting regular risk assessments to identify potential security threats and vulnerabilities that may compromise the confidentiality of intellectual property assets.
- b. Evaluating the likelihood and potential impact of security incidents, including unauthorized access, data breaches, and cyber-attacks.

### **ii Access Control:**

- a. Implementing access control mechanisms to restrict access to sensitive information and intellectual property assets based on role-based permissions.
- b. Utilizing strong authentication methods, such as passwords, multi-factor authentication, and biometric verification, to verify the identity of users accessing the website.

### **iii. Encryption:**

- a. Encrypting sensitive data transmitted over the website using secure protocols, such as Transport Layer Security (TLS), to prevent interception and eavesdropping.
- b. Employing encryption techniques, such as encryption-at-rest and encryption-in-transit, to protect stored data from unauthorized access and disclosure.

### **iv. Data Privacy:**

- a. Adhering to data privacy regulations, such as the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA), in the collection, processing, and handling of personal data obtained through the website.



b. Obtaining explicit consent from users for the collection and processing of their personal information, and providing transparent disclosures about data usage practices.

**v. Incident Response:**

a. Developing and maintaining an incident response plan to effectively mitigate and respond to security incidents, data breaches, or intellectual property infringements.

b. Establishing clear protocols for incident reporting, escalation, investigation, and remediation, and designate responsible individuals to oversee each stage of the response process.

**vi. Employee Training:**

a. Providing comprehensive training and awareness programs to employees on security best practices, confidentiality requirements, and the protection of intellectual property assets.

b. Educating employees about the risks associated with social engineering attacks, phishing attempts, and other common security threats, and empower them to recognize and report suspicious activities.

**vii. Compliance Monitoring:**

a. Regularly monitoring compliance with security policies, procedures, and regulatory requirements related to intellectual property protection and data privacy.

b. Conducting periodic audits, assessments, and reviews to ensure adherence to security standards and identify areas for improvement.

**viii. Continuous Improvement:**

a. Continuously evaluating and enhance security controls, technologies, and practices to address evolving threats and mitigate emerging risks.

b. Staying informed about industry trends, best practices, and regulatory developments in security and confidentiality management, and incorporate relevant updates into our security posture.

**9. IP Licensing and Transfer:**

**i Licensing Strategy:**

Indian Muneem will develop a strategic licensing approach to leverage its website intellectual property assets for commercialization and growth.

The licensing strategy will align with business objectives, market opportunities, and the strengths of the intellectual property portfolio associated with the website.

**ii Licensing Agreements:**

Licensing agreements for website intellectual property assets will be negotiated and executed with clarity and transparency.

Agreements will define the rights, obligations, and terms of use for licensed intellectual property assets, including licensing fees, royalty rates, payment terms, and usage restrictions.

**iii License Compliance:**

Indian Muneem will monitor licensee compliance with licensing agreements to ensure adherence to terms and conditions.

Non-compliance or infringement of licensing agreements will be addressed promptly through enforcement actions to protect intellectual property rights.

#### **iv Technology Transfer:**

Indian Muneem will facilitate technology transfer initiatives to transfer proprietary technologies and innovations associated with the website to third parties.

Collaboration with research institutions, industry partners, and technology transfer offices will be pursued to commercialize website intellectual property assets effectively.

#### **v Due Diligence:**

Thorough due diligence assessments will be conducted before entering into licensing agreements or transferring intellectual property rights associated with the website.

Due diligence will assess the value, validity, and market potential of website intellectual property assets, evaluating financial, legal, and operational implications.

#### **vi Contractual Protections:**

Licensing agreements and transfer agreements will include provisions to protect the interests of Indian Muneem, such as indemnification clauses, confidentiality obligations, and dispute resolution mechanisms.

Clear and specific contractual language will be employed to mitigate risks and ensure the enforceability of rights and responsibilities.

#### **vii Continuous Evaluation and Optimization:**

Indian Muneem will continuously evaluate and optimize its Intellectual Property licensing and transfer strategies to maximize the value of website intellectual property assets.

Monitoring of industry trends, legal developments, and competitive intelligence will inform adjustments to tactics and priorities to stay ahead of emerging challenges.

### **10. Intellectual Property Compliance Team:**

The protection and management of Indian Muneem's Intellectual Property (IP) shall be executed through a dedicated cross-functional compliance team, overseen by a Director, CFO, or designated senior management. This team shall be responsible for ensuring adherence to the IP Policy across all aspects of our operations.

The IP Compliance Team comprises representatives from various departments, including but not limited to Legal, IT, Marketing, and Operations. The team will collaborate to address intellectual property issues comprehensively. The IP Compliance Team will be responsible for ensuring accountability, transparency, and effective communication regarding intellectual property compliance matters.

The IP Compliance Team reserves the authority to appoint or engage advocates or experts, both internal and external to the company, to seek their expertise and guidance. These individuals may provide valuable insights and assistance in carrying out the IP protection responsibilities outlined in this policy.

The team will provide regular updates, reports, and recommendations to senior management to support informed decision-making and continuous improvement in intellectual property protection efforts.

By establishing and empowering the IP Compliance Team, Indian Muneem demonstrates its commitment to upholding the highest standards of ethical conduct, legal integrity, and intellectual property rights protection in all aspects of its website operations.

## 11. Compliance with Laws and Regulations:

Indian Muneem is committed to upholding the highest standards of legal and regulatory compliance regarding intellectual property rights on its website. To ensure adherence to relevant laws and regulations, the following principles govern our practices:

- i **Copyright Compliance:** We respect the intellectual property rights of others and comply with copyright laws, including the Digital Millennium Copyright Act (DMCA) and international copyright treaties. We promptly respond to notices of alleged copyright infringement and take appropriate actions to address such claims in accordance with legal requirements.
- ii **Trademark Compliance:** We respect the trademarks and service marks of third parties and refrain from unauthorized use or infringement of registered trademarks. We conduct thorough searches to avoid unintentional infringement and obtain proper permissions or licenses for the use of third-party trademarks when necessary.
- iii **Data Protection Compliance:** We adhere to data protection laws and regulations, including the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA), in our collection, processing, and handling of personal data obtained through the website. We implement appropriate measures to protect the privacy and confidentiality of user information and maintain compliance with applicable data protection requirements.
- iv **Digital Rights Management:** We respect digital rights management (DRM) regulations and utilize technological measures to protect digital content from unauthorized access, copying, or distribution. We comply with DRM standards and best practices to safeguard intellectual property assets and prevent piracy or unauthorized exploitation of digital materials.
- v **Industry-Specific Regulations:** As a provider of services, we adhere to industry-specific regulations governing the handling, storage, and confidentiality of financial data, such as the Sarbanes-Oxley Act (SOX) and the Financial Industry Regulatory Authority (FINRA) rules. We implement robust security measures to protect sensitive financial information and ensure compliance with applicable industry standards.
- vi **International Compliance:** We operate in accordance with international intellectual property laws and treaties to protect our intellectual property rights globally. We respect the intellectual property laws of other jurisdictions and obtain proper protections for our intellectual property assets in relevant markets worldwide.
- vii **Continuous Monitoring and Updates:** We continuously monitor changes in laws, regulations, and industry standards related to intellectual property rights to ensure ongoing compliance. We update our practices and policies accordingly to reflect evolving legal requirements and maintain the highest standards of legal compliance in all aspects of our website operations.

By adhering to these principles and maintaining a proactive approach to compliance with laws and regulations governing intellectual property rights, Indian Muneem demonstrates its commitment to ethical business practices, legal integrity, and the protection of intellectual property assets on its website.

## 12. Ownership of Website Intellectual Property:

All intellectual property rights related to the website, including its content and design elements, are owned by Indian Muneem. Any third-party content used on the website is properly licensed or used with permission.

### 13. Protection Measures:

- i **Copyright Notices:** Display copyright notices on the website to assert ownership of original content and warn against unauthorized reproduction or distribution.
- ii **Trademark Usage:** Properly display and protect registered trademarks associated with Indian Muneem to prevent unauthorized use or infringement.
- iii **Terms of Use:** Establish clear terms of use governing the use of the website and its content, including prohibitions on unauthorized copying, distribution, or modification.
- iv **Digital Rights Management (DRM):** Implement technological measures such as DRM to prevent unauthorized access, copying, or modification of digital content.
- v **Website Security:** Maintain robust cybersecurity measures to protect the website from hacking, malware, or other cyber threats that may compromise intellectual property.

### 14. Copyright Policy:

- i The Website respects the intellectual property rights of others and expects its users to do the same.
- ii Users must not upload, share, or distribute copyrighted material without proper authorization or consent from the copyright holder.
- iii The Website will promptly respond to any notice of alleged copyright infringement and may remove or disable access to infringing material.

### 15. Trademark Policy:

- i The Website prohibits the unauthorized use of trademarks, service marks, logos, or any other identifiers that may cause confusion or mislead users.
- ii Users must not use trademarks belonging to others without express permission from the trademark owner.

### 16. Patent Policy:

- i Users must respect patent rights and refrain from using patented inventions, processes, or designs without proper authorization.
- ii The Website does not permit the sale or distribution of products or services that infringe on valid patents.

### 17. Trade Secret Policy:

- i Users must maintain the confidentiality of trade secrets and refrain from disclosing or misappropriating proprietary information belonging to others.
- ii The Website will take appropriate measures to protect its own trade secrets and confidential information.

### 18. Data Protection:

- i **Data Collection and Processing:** In the course of administering and enforcing our Intellectual Property Protection Policy, We may collect and process personal data relevant to intellectual property matters. This may include but is not limited to, contact information, correspondence, and evidence related to copyright claims, trademark disputes, or patent infringement allegations.

- ii Legal Basis for Processing:** The processing of personal data for intellectual property protection purposes is based on our legitimate interests in protecting our intellectual property rights and complying with legal obligations. Where necessary, we may obtain consent or rely on other legal bases for processing personal data in accordance with applicable data protection laws.
- iii Data Security Measures:** We are committed to implementing appropriate technical and organizational measures to safeguard personal data against unauthorized access, disclosure, alteration, or destruction. These measures include encryption, access controls, and regular security assessments to protect the confidentiality, integrity, and availability of personal data.
- iv Data Retention:** Personal data collected and processed in connection with intellectual property protection activities will be retained only for as long as necessary to achieve the purposes for which it was collected unless a longer retention period is required or permitted by law. We will securely dispose of or anonymize personal data when it is no longer needed for these purposes.
- v Data Sharing and Disclosure:** Personal data may be shared with third parties, including legal advisors, law enforcement authorities, or intellectual property rights holders, as necessary for the administration and enforcement of our Intellectual Property Protection Policy. We will ensure that any such sharing or disclosure complies with applicable data protection laws and is limited to the minimum necessary for the intended purpose.
- vi International Data Transfers:** Personal data may be transferred to, and processed in, countries outside of your jurisdiction where we operate or engage service providers. When transferring personal data internationally, we will ensure that adequate safeguards are in place to protect the data, such as standard contractual clauses or other mechanisms recognized by relevant data protection authorities.
- vii Data Subject Rights:** Individuals whose personal data is processed in connection with our Intellectual Property Protection Policy have certain rights under applicable data protection laws, including the right to access, rectify, or erase their personal data, as well as the right to object to or restrict its processing. To exercise these rights or make inquiries about our data processing activities, please contact us using the information provided in the "**26. Contact Information:**" section of this policy.

**viii Data Protection Compliance Statement:**

We are unwavering in our commitment to ensuring the conscientious processing, lawful storage, and transparent handling of all Data, Personal Data, and Sensitive Personal Data concerning individuals. Our dedication extends to compliance with a comprehensive array of data protection laws, including but not limited to:

- Information Technology Act, 2000;
- Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011;
- Digital Personal Data Protection (DPDP) Act, 2023
- Where applicable; the General Data Protection Regulation ("GDPR");
- California Consumer Privacy Act (CCPA), where applicable;
- Personal Data Protection Act (PDPA), where applicable;

- Health Insurance Portability and Accountability Act (HIPAA), where applicable;
- California Consumer Privacy Act (CCPA), where applicable;
- Colorado Privacy Act (CPA), where applicable;
- Connecticut Data Privacy Act (CTDPA), where applicable;
- Utah Consumer Privacy Act (UCPA), where applicable;
- Virginia Consumer Data Protection Act (VCDPA), where applicable;
- Any other applicable data protection laws and regulations that are relevant and in force at the time.

### **19. Reporting Intellectual Property Infringement:**

19.1. Users who believe their intellectual property rights have been infringed upon by content on the Website should submit a written notice to [privacy@indianmuneem.com](mailto:privacy@indianmuneem.com) or contact us [via the link](#).

19.2. The notice should include detailed information about the allegedly infringing material, along with sufficient evidence of ownership or authorization.

### **20. User Generated Content:**

Users who contribute content to the website (e.g., comments, reviews, forum posts) retain ownership of their contributions but grant Indian Muneem a non-exclusive, perpetual, irrevocable license to use, reproduce, modify, adapt, publish, translate, distribute, and display such content on the website and in other promotional materials.

### **21. Use of Third-Party Intellectual Property:**

Respect the intellectual property rights of third parties and obtain proper authorization before using or incorporating third-party intellectual property into Indian Muneem's products, services, or materials.

### **22. Reporting Violations:**

Users should promptly report any suspected violations of this policy or infringements of intellectual property rights to the appropriate authorities for investigation and resolution.

Users and third parties who believe their intellectual property rights have been infringed upon by content or activities on the website may submit a formal notice of infringement to the designated contact for prompt investigation and resolution.

### **23. Consequences of Non-Compliance:**

Violations of this policy, including unauthorized use or reproduction of website content, may result in legal action, termination of access to the website, and other appropriate remedies as permitted by law, termination of access to the website, and other appropriate remedies as permitted by law.

## 24. Policy Review and Updates:

This policy shall be reviewed periodically to ensure its effectiveness and compliance with evolving legal standards and industry best practices. Updates may be made as necessary to reflect changes in laws, regulations, or business operations

## 25. Conclusion:

Protecting intellectual property rights is essential to maintaining the trust and integrity of the Indian Muneem brand and ensuring a positive user experience on our website. By adhering to this policy and respecting the intellectual property rights of others, we can uphold the highest standards of professionalism and integrity in our online presence.

This Website Intellectual Property (IP) Protection Policy serves as a framework for Indian Muneem to protect its intellectual property rights, uphold brand integrity, and maintain legal compliance in the digital realm, thereby safeguarding its reputation and promoting trust among stakeholders.

The Website Intellectual Property (IP) Protection Policy encompasses all facets of intellectual property management and protection relevant to the website, ensuring comprehensive coverage of content, design, user contributions, third-party assets, security measures, and legal compliance considerations.

## 26. Contact Information:

For inquiries or concerns regarding this Intellectual Property Protection Policy, please contact us at [privacy@indianmuneem.com](mailto:privacy@indianmuneem.com) or [via the link](#).



Indian Muneem  
...Believer of Simple and Smart Accounting