

Company Watch Limited User Email Policy

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1. **Email Domain:** All login IDs for Company Watch Limited platforms will be based on the Client organisation's official email domain (e.g. @companyname.com) apart from generic email addresses e.g. info@, sales@ which will be rejected. The use of personal email addresses for login IDs such as hotmail.com, gmail.com are also strictly prohibited.
2. **Privacy and Security:** Client users should be made aware of the importance of maintaining the confidentiality and security of their login IDs. They should refrain from sharing their login IDs with others and avoid using them on public or unsecured devices or networks. The Client should have measures in place to monitor and mitigate unauthorised access attempts.
 - 2a. Client users are required to verify their login credential the first time they access Company Watch Platforms, and when prompted to re-verify by our Platforms.
3. **Notifications and Alerts:** Company Watch Limited may notify Clients of any suspicious activity related to their login IDs, such as failed login attempts, password change requests, or unauthorised access. Users should be encouraged to report any such incidents immediately to Company Watch Limited.
4. **Termination and Account Deactivation:** Upon an user's termination or departure from the organisation, the Client should promptly contact the Company Watch to deactivate the associated login ID and prevent unauthorised access.
5. **Data Protection:** Please see our Privacy Policy regarding the data we collect, why we collect it, how we manage it and your rights and choices.