



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय
Headquarters
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Date: 05-03-2026

To,

1. Zonal Insurance Commissione(s)/ Zonal Medical Commissioner(s)
2. Regional Directors/Directors(l/c)/Jt. Directors(l/c) of all ROs/SROs
3. Dean, all ESIC Medical Colleges and Hospitals
4. Medical Superintendents of all ESIC Hospitals
5. D(M) Delhi/ D(M) Noida / Director NTA

Subject: Advisory regarding responsible handling of personal data under the Digital Personal Data Protection Act, 2023 – Reg.

The Digital Personal Data Protection Act, 2023 (DPDP Act) provides a statutory framework for processing of digital personal data and mandates organisations to adopt appropriate safeguards for protection of such data. ESIC, being a statutory body administering benefits under the ESI Act, processes personal and health-related data of Insured Persons, beneficiaries, employers, employees and pensioners.

2. In order to ensure responsible handling of personal data and as part of initial alignment measures under the DPDP Act, all officers and officials of ESIC are hereby advised to strictly adhere to the following instructions while dealing with personal data in the course of official duties.

I. Officers/Officials shall ensure that:

- (a) Personal data is accessed strictly on a need-to-know basis and only for official purposes.
- (b) Official email IDs and authorised ESIC systems/applications are used for processing and communication of personal data.
- (c) Strong passwords are maintained and systems are locked when unattended.
- (d) Due care is taken to verify the recipient before transmitting any email or document containing personal data.
- (e) Any suspected or actual incident of unauthorised access, disclosure, loss or breach of personal data is immediately reported to ICT Division through proper channel.

II. Officers/Officials shall not:

- (a) Download, extract or circulate bulk personal data unless specifically authorised and required for official work.
- (b) Store personal data on personal laptops, pen drives, external storage devices or personal cloud platforms.
- (c) Share personal data through personal email accounts or unofficial

messaging platforms (e.g., WhatsApp, Telegram, etc.).

(d) Retain personal data beyond official requirement or statutory necessity.

3. For the purpose of this Circular, "personal data" includes any information relating to an identifiable individual such as name, IP number, Aadhaar number, contact details, medical records, contribution details, salary information, bank details or any other similar information.
4. All Regional Offices, Sub-Regional Offices, Hospitals, Branch Offices and Divisions at Headquarters are requested to bring the contents of this Circular to the notice of all officers and staff under their control for strict compliance.
5. These instructions are issued with the approval of the Competent Authority.

Yours faithfully,

(Mohit Kumar)

Deputy Director (ICT)

Copy to: - 1. All Divisional Heads of ESIC Hqrs

2. Website content manager with the request to upload this on Hqrs website.