

## Privacy Policy

### Introduction:

Rekrut India Private Limited (hereinafter "Rekrut," "us," "we," or "our" or "the Company") is committed to security and management of personal data, to function effectively and successfully for the benefit of our stakeholders, customers and for the community. In doing so, it is essential that people's privacy is protected through the lawful and appropriate means for handling the personal data. Therefore, we have implemented this privacy policy (hereinafter referred to as "policy").

### Aim

This policy aims to protect personal data of the various stakeholders connected to our organization. This policy is aimed at providing individuals notice of the basic principles by which the company processes the personal data of individuals ("Personal Data") who visits, uses, deals with and/or transacts through the website and includes a guest user and browser (hereinafter 'you', 'user').

### Purpose and Scope

The purpose of this policy is to describe how Rekrut collects, uses, and shares information about you through our online website owned and controlled by us, including but not limited to <https://www.rekrutindia.com/> (hereinafter the "website"). This policy is also designed to provide information on how Rekrut ensures data security, conducts data transfers and process requests from data subjects.

This policy control applies to all systems, people and processes that constitute the organization's information systems, including board members, directors, employees and other third parties who have access to Personal Data available within Rekrut.

The company is also committed to ensure that its employees conduct themselves in line with this, and other related, policies. Where third parties process data on behalf of Rekrut, the Company endeavours to obtain assurances from such third parties that your Personal Data will be safeguarded consistently.

Rekrut offers curated and specially designed services in relation recruitment and manpower ("hereinafter individually or collectively referred to as Program"). This Privacy Policy applies to all our services unless specified otherwise.

### Types of Personal Data collected

The Personal Data that we collect about you depends on the context of your interactions with us, the products, services and features that you use, your location, and the applicable laws.

Personal Data is stored in personnel files or within the electronic records (on servers in India or other countries) of Rekrut. The following types of Personal Data may be held by the Company, as appropriate, on relevant individuals:

- Personal Identification Data
  - Full Name
  - Organisation
  - Email ID

- Contact Number
- Electronic Identification Data
  - Visitors IP Data
  - Date and time of website visit
  - Pages visited and navigation on the website
  - Browser being used
  - Country of accessing website
  - Language of the browser being used
  - Words searched for
  - Pixel tags
- Behavioural Data
  - Data inferred or assumed information relating to your behaviour and interests based on your online activity on our sites.
- Education and Recruitment Data
  - Educational qualification(s)
  - Working goals
  - Post-qualification experience

### **Special Categories of Personal Data**

Special Category of Personal Data includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade unions memberships, information about your health and genetic and biometric data.

We do not collect or process any special or sensitive Personal Data.

### **Sources of data collection**

The data collected by the company is derived directly from the data provided by the user or by use of our sites.

Data Collected when You:

- View our services or visit our website pages on the internet.
- Browse our website.
- When you show interest to download Rekrut's corporate brochure over our website.
- When you share your resume/profile and other personal data to apply for an open position with Rekrut or its Clients.

Data Collected from third parties

We receive Personal Data such as access or login details, profile picture or any other text / image in relation to your Personal Data which may be available with such third parties.

We also receive information about your visits to this platform and to other websites using pixel tags.

Third parties from whom we receive your Personal Data include, our service providers, other networks connected to our service, our advertising partners, our marketing and advertising affiliates, our educational partners, scholarship providers, analytics providers, recruiters and such other third-party sources.

## **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

Furthermore, we may allow third-party advertising companies (such as Facebook, Google, Twitter, Quora and Bing) to place cookies on our website. These cookies enable such companies to track your activity across various sites where they display Ads and record your activities, so they can show Ads that they consider relevant to you as you browse the Internet. These cookies store information about the content you are browsing, together with an identifier linked to your device or IP address.

### **How do we use cookies?**

Rekrut uses cookies in a range of ways to improve your experience on our website, including:

- To recognize our website user and to enhance user experience when interacting with our website
- We moreover use cookies to help us to analyse the use and performance of our website and services
- We also use cookies to improve the delivery and value of various services and products offered by us.

### **How to manage cookies?**

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. Disabling some cookies from the website, may have a negative impact and may result in some non-availability of some features.

If you want to remove previously stored Cookies, you can manually delete the Cookies at any time. However, this will not prevent the Sites from placing further Cookies on your device unless and until you adjust your Internet browser setting as described above.

You can however obtain up-to-date information about blocking and deleting cookies via these links:

- <https://support.google.com/chrome/answer/95647> (Chrome)
- <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox)
- <https://www.opera.com/help/tutorials/security/cookies/> (Opera)
- <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer)
- <https://support.apple.com/kb/PH21411> (Safari)

These opt-out mechanisms rely on cookies to remember your choices. If you delete your cookies, use another computer or device, or change browsers, you will need to repeat this process. In addition, opting out of interest-based ads will not opt you out of all ads, but rather only those ads that are personalized to your interests.

## **Data protection principles**

Where third parties process data on behalf of Rekrut, we endeavour to obtain assurances from such third parties that your Personal Data will be safeguarded consistently. We understand that it will be accountable for the processing, management and regulation, and storage and retention of all Personal Data held in the form of manual records and on computers.

All Personal Data obtained and held by the Company will:

- be processed fairly, lawfully and in a transparent manner.
- be collected for specific, explicit, and legitimate purposes.
- be adequate, relevant and limited to what is necessary for the purposes of processing.
- be kept accurate and up to date. Every reasonable effort will be made to ensure that inaccurate data is rectified or erased without delay.
- not be kept for longer than is necessary for its given purpose.
- be processed in a manner that ensures appropriate security of Personal Data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures.
- comply with the relevant laws and procedures for international transferring of Personal Data applicable to us.

#### **Legal basis for processing your Personal Data**

Certain jurisdictions require that we have a lawful basis to justify our processing of your Personal Data.

Where applicable, the lawful basis that Rekrut relies upon to justify a particular processing activity may differ from the lawful basis used to justify a different processing activity.

Rekrut relies on the following lawful basis to process Personal Data, as permitted under applicable law:

- Processing necessary for the negotiation, execution, or performance of contracts
- Processing to comply with legal and regulatory obligations
- Processing in furtherance of our legitimate interests, including our interests to conduct legitimate business activities (such as improving our products and services, to communicate with you, to secure our systems, among other legitimate interests)
- Processing necessary to protect vital interest of a user or any other natural person
- Processing necessary for public interest
- Processing based on your consent

#### **Consent**

We may obtain your consent to collect and use certain types of Personal Data when we are required to do so by law.

Once consent is obtained from the individual to use his or her information for those purposes, Rekrut has the individual's implied consent to collect or receive any supplementary information that is necessary to fulfil the same purposes. Express consent will also be obtained if, or when, a new use is identified.

Consent may also be implied where a user is given notice and a reasonable opportunity to opt-out of his or her personal information being used for mail-outs, the marketing of new services or products, and the client, customer, member does not opt-out.

Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), individuals can withhold or withdraw their consent for Rekrut to use their personal information in certain ways.

Further, by using this website/ acknowledging this privacy policy / by voluntarily providing us with your Personal Data, you consent to collection, storage, and processing of your Personal Data in accordance with this privacy policy and our Terms of Service.

If you refuse or withdraw your consent, or if you choose not to provide us with any required Personal Data, we may not be able to provide you the services that can be offered on our Platform.

### **Conflicts of Law**

This Policy is intended to comply with the laws and regulations in the place of establishment and of the countries in which company operates. In the event of any conflict between this Policy and applicable laws and regulations, the latter shall prevail.

### **Retention of Personal Data**

We retain your Personal Data, not longer than necessary for the purposes for which it was collected. The length of time to retain Personal Data depends on the purposes for which we collect and use it and/or as may be required to comply with applicable laws, to establish, exercise, or defend our legal rights.

The users can exercise their rights enumerated herein. Also, if in case required to extend the period of retention of such data, we shall obtain your consent for the same. Further, we may also dispose the data prior to completion of the period of retention, if the purpose for which it was collected is exhausted.

### **External Links on our website**

For your convenience we may provide links to sites operated by organizations other than Rekrut ("Third Party Sites") that we believe may be of interest to you. We do not disclose your Personal Data to these Third-Party Sites unless we have a lawful basis on which to do so. We do not endorse and are not responsible for the privacy practices of these Third-Party Sites. If you choose to click on a link to one of these Third-Party Sites, you should review the privacy policy posted on the other websites to understand how that Third-Party website collects and uses your Personal Data.

Please note that the "Hot Jobs" (<https://jobs.rekrutindia.com>) on the website is being provided by Naukri.com.

Privacy Policy of Naukri.com: <https://www.naukri.com/privacypolicy>

### **Use of this website and our Terms of Service**



This website is the property of the Rekrut. Our Terms of Use and this Privacy Policy collectively govern the use of the Platform and the Programs offered by Rekrut. This Privacy Policy shall form a part of the Terms by way of reference. By using this website and the information offered herein, you indicate your acceptance of these Terms of Use.

#### **Updates to this policy**

We may update our Privacy Policy from time to time. We will take reasonable steps to inform all Rekrut entities, Customers, Business Partners, and other data subjects affected by the revisions by posting the new Privacy Policy on this page and/or via email.

#### **Data Protection Officer**

The company, in accordance with the applicable laws, and all applicable rules made thereunder, has appointed a Data Protection Officer, who can be reached at the details below:

Name: Mr. Prashant Srivastava

Email Address: [prashant@rekrutindia.com](mailto:prashant@rekrutindia.com)