

## **Candidate Privacy Notice**

### **Who We Are**

**Tata Elxsi Limited** (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides the necessary information regarding your rights and our obligations and explains how why and when we process your personal data.

### **Information That We Collect**

We process your personal information to meet our legal, statutory, and contractual obligations and enable us to recruit, employ and train you during your employment. We will never collect any unnecessary personal data from you and do not process your information in any way other than as specified in this notice.

***The personal data that we collect is: -***

- Name
- Date of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Bank Details
- Employment Data (Current and Past)
- Education Details
- Special Category Data (*i.e. health/medical information, details about religion, disabilities etc*)

***We collect information through: -***

- Submitted CVs
- Job Forums & Recruitment Agencies
- Direct from Candidates & Employees
- Electronic Vacancy Applications
- Postal and Email Applications

### **How We Use Your Personal Data (Legal Basis for Processing)**

**Tata Elxsi Limited** takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary

and for the purpose(s) specified in this notice. ***The purposes and reasons for processing your personal data are detailed below: -***

- *We process your personal data in the performance of a contract as your employer to ensure that we meet our legal employer obligations and employment law requirements.*
- *We process your personal data as part of our legal obligation for business accounting, payroll and tax purposes.*
- *We process special category data about you as part of our employment obligations to ensure that any disabilities, health conditions and religious requirements are known.*
- *We process your personal data under legitimate interests to conduct background checks as part of our due diligence measures.*

### **Your Rights**

You have the right to access any personal information that **Tata Elxsi Limited** processes about you and to request information about: -

- What personal data do we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has been/will be disclosed
- How long do we intend to store your personal data
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information, and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, which will be notified to you.

You also have the right to request the erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws and to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If you request to exercise any of the above rights, we may ask you to verify your identity before acting on the request. This is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We disclose your personal information only for the purposes specified in this notice or where there is a legal requirement.

**Tata Elxsi Limited** shall use your personal data for carrying out the legal rights and obligations as an employer and also uses **third parties** to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

The third parties use your Personal Information for processing payroll, accounting and immigration-related work for **Tata Elxsi Limited** in the respective countries.

### **Safeguarding Measures**

**Tata Elxsi Limited** takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including encryptions, restricted access, IT authentication, firewalls, anti-virus/malware protection etc.,

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to **Tata Elxsi Limited**; however, as this information is required for us to employ you, we will not be able to offer employment or carry out legal rights and obligations as an employer without certain personal information.

### **How Long We Keep Your Data**

**Tata Elxsi Limited** only retains personal information for as long as is necessary, and we have strict review and retention policies in place to meet these obligations.

### **Special Categories Data**

As your employer, we have a legitimate interest and, in some cases, a legal obligation to process certain special category data about you. This can include, but is not limited to, information about any disabilities, health conditions and religious requirements.

We will only request and process the minimum necessary data for the specified purpose and ensure that the required protective measures and security is in place for all special category data.

### **Queries**

Tata Elxsi Limited only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. For queries, please email: [GDPR@tataelxsi.co.in](mailto:GDPR@tataelxsi.co.in)

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