

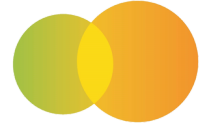


# DATA PRIVACY

## PRIVACY POLICY

FOR  
UNITED CONSULTANCY  
SERVICES PVT LTD

LAST UPDATE : 31ST OCT' 2022



# **PRIVACY POLICY**

United Consultancy Services is India's No 1 exclusive labour law compliance management company with clients that adorn the fortune 500 list. UCS delivers professional services in accordance with our values and relevant technical and professional standards. We comply with laws, regulations and professional standards in order to maintain the appropriate degree of confidentiality and privacy.

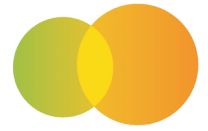
We respect the privacy of all interested parties including our customers and business partners, so we have created this policy to describe what information is collected, how it is obtained, along with how we may use or disclose that information.

## **SCOPE**

This Privacy Policy applies to all forms of information, physical and digital, whether collected or stored electronically or in hardcopy.

This Privacy Policy describes the ways in which United Consultancy Services may collect, use, and disclose information about you through our websites, conferences, publications, marketing, sales operations, social media properties, and other online services that link to this Policy (collectively, the "Online Services"), along with the choices you make about the way your information is collected through the Online Services. By using the Online Services, you consent to the processing of your information as set forth in this Privacy Policy, now and as amended by us.

If, at any time, a User provides data or other information about someone other than himself, herself or itself, the User warrants that it has that person's consent to provide such information for the purpose specified.



## INFORMATION COLLECTION

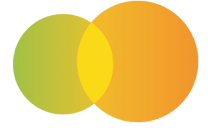
We collect any information that you provide when you use the Online Web Check in Services, participate in our message boards and discussion forums as part of the United Consultancy Services website; web-forms; chatbot interaction on our website, interaction on social media, or otherwise contribute content to the Online Services; apply for a job; participate in polls and surveys; register for events and webinars; sign up to receive electronic newsletters and other materials; download or request reports and other information; or contact us with a question, comment, or request.

The information that you provide to us may include, but is not limited to, your name, your photograph, and contact information such as your physical address, email address and phone number; username, password, and other user registration information; information you provide when submitting an employment application; information you provide when you make a request or otherwise contact us; and any other information you choose to make public on the Online Services.

We and our service providers may collect both personal information and other information from a variety of sources that generally fall into three categories:

- **Direct Interactions:** Data from your use of and interaction with us through the social media channels and other activities such as account creation, submissions of registrations and forums, chatbot interactions, or sales inquiries and transactions.
- **Publicly Available Data / Data from Third Parties:** Data from automated interactions on non-United Consultancy Services websites, or other data you may have made publicly available, such as social media posts, or data provided by third party sources, such as marketing opt-in lists, or data aggregators
- **Automated Interactions:** Data from the use of technologies such as electronic communication protocols, cookies, or IP addresses.

We may automatically collect certain technical information from your computer or mobile device over time and across different websites when you use the Online Services, such as your Internet Protocol address, your browser type, your operating system, the pages you view on the Online Services, the pages you view immediately before and after you access the Online Services, and the search terms you enter on the Online Services.



This information allows us to recognize you, in order to personalize your experience when you return to the Online Services, improve the Online Services and the products and services we provide, as well as provide you with advertisements targeted to your interests (commonly referred to as “Targeted Advertisements”).

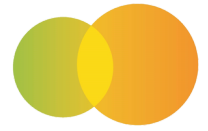
We and our service providers may collect and store this information using “cookies,” which are small text files that many websites save on your computer when you visit and they access these text files when you return, or similar technologies.

## **INFORMATION USE**

We do not collect Sensitive Personal Data (means EEA regarding an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, physical or mental health, or sexual life).

We, and our affiliates and subsidiaries, may use the information collected for a number of purposes, including, but not limited to, providing you with the products, services, or information you request; supporting your customer or partner relationship with us (e.g., notifying you of a product update); processing an employment application; verifying your identity; providing you with information about the Online Services or required notices; delivering Targeted Advertisements and other marketing communications, promotional materials, or advertisements that may be of interest to you; allowing us to improve the Online Services and the products and services we provide, such as tailoring our content to better meet our users’ needs and interests; generating and analyzing statistics about your use of the Online Services; and detecting, preventing, and responding to fraud, intellectual property infringement, violations of law, or other misuse of the Online Services.

We also may combine or aggregate any of the information we collect through the Online Services or elsewhere (e.g., via telephone, email, interactions on social media, personal contact with us or our employees, or public events such as trade shows or seminars) for any of these purposes.



## **INFORMATION DISCLOSURE**

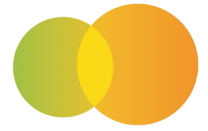
We may disclose the information we collect from you through the Online Services to our affiliates and subsidiaries; to service providers and suppliers who work on our behalf and who have agreed to keep the information confidential and use the information solely to carry out the services that they are performing for us, including without limitation to other users of our Online Services, consistent with your privacy settings; as required by law, such as to comply with a subpoena or other legal process, a court order, or government reporting obligations; when we believe in good faith that disclosure is necessary (a) to protect our rights, the integrity of the Online Services, or your safety or the safety of others, or (b) to detect, prevent, or respond to fraud, intellectual property infringement, violations of law, or other misuse of the Online Services; and to service providers, advisors, and other third parties to the extent reasonably necessary to proceed with the negotiation or completion of a merger, acquisition, or sale of all or a portion of our assets.

We will not sell, rent, or lease information that can personally identify you to others, except as described in this Privacy Policy.

The Online Services may also contain links to third-party websites and applications for your convenience and information. United Consultancy Services does not control said third-party websites and applications or their privacy practices, which may differ from ours. You acknowledge and agree that we are not responsible for the collection and use of your information by third-party websites and applications that are not under our control, and such information is not governed by this Privacy Policy.

## **INFORMATION PROCESSING**

Information collected through the Online Services may be transferred to our affiliates, subsidiaries, and service providers for purposes that include data consolidation, storage, and simplified customer information management. By using the Online Services, you consent to such transfer and processing.



## **LEGAL BASIS FOR PROCESSING PERSONAL INFORMATION**

Our legal basis for processing your personal information for the purposes stated above will depend on the personal information concerned and the context in which we collect it.

Typically, United Consultancy Services collects and processes personal information where:

- you have provided your consent for us to do so;
- we need the personal information to perform services under a contract with you;
- the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms; and
- we may have a legal obligation to collect personal information from you.

## **INFORMATION SECURITY**

We strive to maintain reasonable administrative, technical, and physical safeguards designed to protect the information collected by the Online Services. However, no information system is 100% secure, so we cannot guarantee the absolute security of your information. Moreover, we are not responsible for the security of information you transmit to the Online Services over networks that we do not control, including the Internet and wireless networks

## **INFORMATION RETENTION**

We retain the information which we have collected for a period no longer than is necessary to provide our services, and as may be required in law. We shall retain and use the information collected by us as necessary to comply with our legal obligations, resolve disputes or for other business purposes. If you cancel/ deactivate/ unsubscribe your account / contract with us, we are not under any obligation to retain your information. Without prejudice, we may retain your information only to the extent and duration required to ensure compliance with applicable laws.



## **CHILDREN'S INFORMATION**

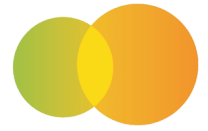
The Online Services are not directed to, nor do we knowingly collect information from, children under the age of 13. If you become aware that your child or any child under your care has provided us with information without your consent, please contact us at the contact information listed below.

## **GEOGRAPHIC DATA TRANSFERS**

We store your data within the permitted geographical boundary. In all instances, we make sure adequate measures are established to ensure that transfers of personal information are in accordance with applicable laws and carefully managed to protect your privacy rights and interests, and transfers are limited to countries which are recognized as providing an adequate level of legal protection or where we can be satisfied that alternative arrangements are in place to protect your privacy rights.

## **CHANGES TO THIS PRIVACY POLICY**

Please refer to this policy often for the latest information. United Consultancy Services keeps this privacy policy under review and has the right to revise it at any time. Any such revisions will be effective immediately upon their posting and we will notify you by posting a new Privacy Policy on this page and updating the revision date below. If we make any revisions that materially change the ways in which we use or disclose the information previously collected from you through the Online Services, we will give you the opportunity to consent to such changes, prior to applying them to that previously collected information.



## USER RIGHTS

We want to ensure that you are fully aware of our services and are completely aware of the rights that you are entitled. You have a number of rights in relation to the information we hold about you.

### **Access:**

The right to access the information we hold about you, and to obtain details of the processing. You also have the right to access a list of all the third parties that have your Personal Information through us.

### **Rectification:**

The right to seek, correct, update and modify the information available with us, to ensure accuracy.

### **Cancellation:**

The right to seek to cancel or erase, free of charge, your personal data when it is inadequate, excessive, or unnecessary. This shall be subject to the lawful processing measures.

### **Objection:**

The right to withdraw your consent to our continued processing of the information, at any point of time, subject only to any legitimate reason for continued processing in certain circumstances.

### **Portability:**

The right to seek from us your personal data to be provided to another service provider, in a machine-readable format.

## CONTACT US

If you have any questions about this Privacy Policy, our use of your information collected through the Online Services or any other means, complaints relating to PII processing, or if you wish to exercise any other rights, please contact us at [dpo@unitedconsultancy.com](mailto:dpo@unitedconsultancy.com).