

# PRIVACY POLICY



## HIL LIMITED- Data Protection Statement

### 1. INTRODUCTION

**HIL Limited** is a company incorporated under the law of India, having its registered office at 7<sup>th</sup> floor, SLN Terminus, Gachibowli Kondapur Road, Hyderabad – 500032, India, hereinafter referred to as **“We” or “Us” or “Company” or “Data Controller” or “HIL”**

In accordance with all applicable laws, we have created this Privacy Policy [Hereinafter referred to as **“Privacy Policy” or “Policy” or “Privacy Statement”**] in order to demonstrate our privacy commitment to our users.

We hereby request individuals who qualify as data subjects under the EU General Data Protection Regulation to read this statement, together with any privacy statement we may provide on specific occasions when we are collecting or processing information about them, so that they are aware about the usage of the Information.

### 2. GOVERNING LAW

This policy contains specific provisions in accordance with the applicable privacy laws including but not limited to General Data Protection Regulation (“GDPR”) of European Union (“EU”).

### 3. APPLICABILITY

This Policy applies to all vendors, visitors, customers, and other individuals who provide their personal data to the Company and all such individuals are hereinafter referred to as **“Data Subject”**.

A **Data Subject** is a natural person to whom the personal data relate and who can be identified or is identifiable by the personal data.

### 4. OBJECTIVE

This Privacy Policy, as mentioned above, is intended to inform you on how we gather, define, and use Personal Data that you provides to the Company when using our websites and social media platforms or when relying on our services.

This Privacy Policy will primarily help you understand:

- (a) The nature of information we collect from you
- (b) The sources from where your information is collected (In cases where personal data is not directly collected from you)
- (c) The manner in which your information is collected
- (d) The purpose of collecting your information

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- (e) The manner in which your information is stored, used and processed
- (f) The rights that can be exercised by you
- (g) The process to contact the Company for any issues regarding the collection or use of your information or to exercise the above mentioned rights of the data subject.

### 5. CATEGORY OF INFORMATION COLLECTED AND USED

Data collected by the Company primarily consists of:

- (A) **Personal Data:** Personal data means any information relating to an identified or identifiable natural person (data subject). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier (name, number, online identifier) or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

The below is the list of personal data elements we may collect from you:

- (a) Name
- (b) Phone number
- (c) Email id
- (d) City
- (e) State
- (f) Position
- (g) Experience
- (h) IP Address
- (i) Cookie Data
- (j) Mobile Number
- (k) Social media handles

#### (B) Sensitive Personal Data

We do not collect sensitive personal data via website.

In case, sensitive personal data is required to provide services, we will obtain consent or provide notification to data subject before collection.

**Sensitive Personal Data:** This category covers personal data which may harm the data subject in society, at work, at school or which may result in his or her discrimination. Such personal data usually reveal his or her racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and involve the processing of genetic data, biometric data for the purpose of uniquely identifying a

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natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### (C) Cookies

We may obtain information about your usage of our site by using a cookie file which is stored on your browser or on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. Some of the cookies we use are essential for the site to operate. If you continue to use our site, you agree to our use of cookies.

When visitors come to our site, third parties may place cookies on visitors' browsers for targeted advertising purposes. You may avoid that by utilizing ad blocker on your browser or you may opt out of receiving targeted advertising by clicking here [www.aboutads.info](http://www.aboutads.info)

The types of data collected will include IP addresses, cookie identifiers, website activity and in the cases where customer fills out a form, it will include all field information filled out by the customer.

For more details, please contact us- [dataprivacy@hil.in](mailto:dataprivacy@hil.in)

## 6. HOW WE COLLECT YOUR DATA

We collect information about you through the following means:

- a. Cookies
- b. Data provided by visitors on website
- c. Social media handles viz. <https://www.facebook.com/HILLtdIndia>,  
<https://twitter.com/HILLimited>, <https://www.youtube.com/user/HILLimited>,  
[https://www.linkedin.com/company/hyderabad-industries-ltd?trk=top\\_nav\\_home](https://www.linkedin.com/company/hyderabad-industries-ltd?trk=top_nav_home)

## 7. WHY WE COLLECT YOUR DATA – COLLECTION, USE AND DISCLOSURE LIMITATION

We collect personal data provided to us for the following purposes-

### - **Application for a job at HIL :**

Identification and administrative data such as the applicant's identity, date and place of birth, gender, address of residence, personal phone number and email address, history of past professional experiences and, as the case may be national identity cards, residence permit or any other necessary authorization for the recruitment of an applicant of foreign nationality, financial details (such as bank and insurance details etc.) for payroll processing which may be procured during onboarding process.

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### - **Performance of a Contract:**

We may collect personal data such as name, age, parent's name, residential and commercial address, contact number, email ID, country of operation and signatures to perform and execute a contract HIL enters with its customers, employees, vendors and affiliates.

### - **Legitimate Business Interests:**

We may collect personal data to provide goods and services to our customers such as roofing and cladding solutions, building materials, pipes and fittings, putty, wooden flooring, industrial insulation and engineering solutions. The personal data elements captured range from name, residential/commercial address, email ID, contact number to financial details. Data is shared with third parties only if it is necessary to deliver respective services and goods.

### - **Miscellaneous:**

- i. Where we need to comply with legal obligations such as taxation or instances of legal proceedings;
- ii. To send statements, invoices and payment reminders and to collect payments;
- iii. To send non-marketing commercial communications;
- iv. To send email notifications that have been specifically requested for;
- v. To send marketing communications relating to our business or the businesses of carefully selected third parties, for which recipients have provided their consent. However, HIL can be informed at any time if a recipient of such communications no longer requires such marketing communications
- vi. To deal with enquiries and complaints made
- vii. To update HIL's website, mobile application and other systems and for its security and fraud prevention

## 8. CHANGE OF PURPOSE

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use your information for a different purpose, we will notify you and explain the basis of processing your information by **HIL**.

## 9. USE OF SERVICES BY MINORS

Currently, HIL does not process personal data related to minors for any change in the current process shall be adequately communicated to you.

## 10. INFORMATION SHARING AND DISCLOSURE

We may disclose your information to any of our employees, officers, insurers, professional advisers, agents, partners, suppliers or subcontractors insofar as reasonably

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necessary for the purposes set out in this policy and for the purpose of providing services to you.

We may disclose your information to any member of our company, including our subsidiaries and partners. Additionally, the data may be shared insofar as reasonably necessary for the purposes related to satisfying any legal, accounting, or reporting requirements.

Except as provided in this policy, we will not provide your information to any other third party.

### 11. AUTOMATED DECISION-MAKING

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention.

We do not envisage that any decisions will be taken about you using automated means. However, we will notify you in writing if this position changes.

### 12. DATA SECURITY

All information you provide to us will be secured using strict procedures and security features to try to prevent unauthorised access.

The company endeavours to ensure that the data disclosed by you is as secure as possible. To that end, we have implemented a number of technical and organizational measures which protect your personal data from unauthorized or unlawful processing and from unintentional loss, destruction or damage.

### 13. DATA RETENTION

We will only retain your data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Your data will be stored in our secure servers. We will destroy the personal data in a secure manner post retention period.

### 14. YOUR RIGHTS

Data Subjects have a right to:

- (i) request access to, correction and/or erasure of their personal data;
- (ii) object to processing of their personal data;
- (iii) restrict processing of their personal data; and

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- (iv) Request a copy of their personal data, or have a copy thereof sent to another controller, in a structured, commonly used and machine readable format under the right of data portability.

These rights may be exercised by contacting ([dataprivacy@hil.in](mailto:dataprivacy@hil.in)).

## 15. CHANGES TO THIS PRIVACY POLICY

- (a) The policy is subject to modification from time to time. If we decide to change our policy, we will post those changes here with date of change and version history so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone.
- (b) We may also notify you in other ways such as email from time to time about your processing.

## 16. QUESTIONS, COMMENTS AND INFORMATION

For any additional queries related to processing of personal data or reporting of an incident/breach etc. please send an email to: [dataprivacy@hil.in](mailto:dataprivacy@hil.in)