



FOR USE IN INDIA ONLY

Data Collection Statement

Your privacy is important to **BT e-Serv (India) Pvt Ltd ('BT/Company')**

Initially as part of processing your job application and thereafter throughout the course of your employment with BT, we need to collect personal data/information, including sensitive personal data/information from you and about you and share this with the BT group and third parties acting on our behalf.

We expect you to provide us with complete (not conceal any material information) and accurate personal information as and when required, failing which there may be potentially serious consequences for you and, depending on the circumstances, upon your future employment relationship with the Company.

If you are successfully employed with us, then please note that it is the Company's policy to retain certain personal information of employees when they cease to be employed. This data may be required for any residual employment-related activities, including, provision of references, processing of applications for re-employment, retirement benefits and allowing the Company to fulfil any of the Company's contractual or statutory obligations.

To the extent the law allows, you may request access to, and correction of, your personal information in relation to your employment. In this respect, the below consent form sets out in summary the way in which the Company will (either directly or through a third party acting on its behalf) collect, use and process your personal information. Please review and complete the below consent form in relation to the collection, processing and sharing of your personal data/information.

COLLECTION AND PROCESSING OF PERSONAL INFORMATION

I understand that I have a right not to consent to some or all of the terms set out herein. However, I also understand that in case of refusal to the collection, processing and sharing of the personal data/information, the Company would not be able to process my job application further and/or I may not be able to enter into an employment agreement with the Company, and the previously signed agreement may no longer be in effect and it may also affect the Company's ability to handle its human resources, management and reporting functions and effectively manage my working relationship with the Company.

Personal information may be collected	Such information includes name, date of birth, age, gender and/or sexual orientation, residential address, permanent address, domicile, email address, aadhaar card no., pan card no, identification card no., passport no., driving license, marital status or personal relationships, details of other family members, personal and emergency contact details, recruitment references, engagement or training records, information regarding termination of employment, terms and conditions of current and previous employment; personnel records (such as performance, conduct and disciplinary records), remuneration details, bonus, share plan information, leave records (including annual leave, sick leave and maternity leave), taxation, banking details, medical condition, health and safety information, criminal and bankruptcy records, memberships of professional associations or unions, hobbies, outside interests, conflict of
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	<p>interest disclosures, political beliefs and/or such other information, including but not limited to sensitive personal data/information as may be required for considering your candidature and thereafter for employment purposes.</p>
Purpose of collection and use	<p>At application stage: Processing of job application, including setting up and conducting interviews and tests, evaluating and assessing the results thereof and as otherwise needed in the recruitment processes, carrying out (via authorised 3rd parties) pre-employment checks, including but not limited to credit reference and criminal record checks, address verification, confirmation of academic qualifications, and requesting employer or other references. We may also use your information for reporting purposes when required to do so by law and also for our statistical purposes.</p> <p>During course of employment: for the Company to handle any matters or issues whatsoever arising out of or in connection with your employment relationship with us and allowing the Company to fulfil any of its contractual or statutory obligations or to exercise its rights. This includes matters concerning payroll administration, benefits administration, evaluation of performance (to determine your wage, eligibility in bonus plans, etc.), security measures to protect health and safety of any person in the Company premise or relating to Company business and/or the Company or any third party's business, assets, information, etc., conducting investigation which may lead to disciplinary measures, workplace accidents or other incidents which may require investigation, placement of personnel (including secondment/ transfer to other BT Group entities), provision and management of various leaves, negotiation with a union, compliance with applicable legal obligations; and support of any claim, defence or declaration in a case or before any jurisdictional and/or administrative authority, arbitration or mediation panel as well as to monitor and prevent harassment, discrimination and/or criminal offences. The Company will be your contact point when your personal information is shared within the BT Group.</p> <p>Please refer to the BT's privacy policy for further details.</p>
Period of Retention and Use	<p>The time period for which we keep information varies according to what the information is used for. We will retain it for no longer than is necessary for the purposes for which the data was collected or for which it is to be further processed unless otherwise required by law.</p>
Transfer to / Sharing with a third party (within and outside India) of Personal Information	<p>The company may provide and share your personal information with other BT Group entities; the Company's insurers and banks; medical practitioners appointed by the Company; administrators of the Company's mandatory provident fund scheme; customer or clients for whom you may be required to undertake services during your employment; other parties involved in outsourcing of services, merger, acquisition or due diligence exercises; and other outsourcing contractors or companies or such other third parties, as necessary, for the purposes of carrying out its human resources (including recruitment processes), management and reporting functions and to effectively manage your application, employment and your working relationship with the Company.</p>
<p><input checked="" type="checkbox"/> I hereby agree to the Company (either directly or through a third party acting on its behalf) collecting, processing and transferring/sharing my personal information with the full understanding of the explanations above.</p> <p><input checked="" type="checkbox"/> I do not agree to the Company (either directly or through a third party acting on its behalf) collecting, processing and transferring/sharing my personal information.</p>	

If you provide the Company with the information about your family members, relatives, or other dependents (the "Dependents") to acquire welfare benefits, etc., provided by the Company, you are responsible for the authenticity of the information and fully explaining to the Dependents prior to the provision 1) the fact that their personal data will be provided to the Company / its third parties and the personal data that would be provided 2) the purpose of the provision (if the Company transfers/shares the data again to a third party, such content should be included) 3) the period of retention and use by the Company. You must also acquire their consent. Signing this Consent Form is interpreted as a

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confirmation by you that you provided such explanations to the Dependents and acquired their legitimate consent.

Consent Form

I acknowledge that I have carefully read and fully understood the terms set out above. I do not accept / voluntarily and freely accept (strike out as appropriate) these terms, which are in relation to the collection, processing and sharing of my personal data/information.

Dated: 21-March-2022

Signed: R. Jule

Address: Kancheepuram

Name: MADHAN RAGHU