

Privacy Policy

1. Purpose

This Privacy Policy defines how TalentAxisPro Private Limited ("we", "our", or "the Company") collects, uses, discloses, and safeguards personal and business information received from clients, partners, and stakeholders. This policy ensures responsible data stewardship aligned with applicable data protection standards and contractual expectations.

2. Data Collection

In the course of delivering language assessment, consulting, and associated services, TalentAxisPro Private Limited may collect the following categories of data:

- **Contact Details:** Including but not limited to name, email address, phone number, and designation
- **Business Information:** Such as company name, service requirements, contractual documentation
- **Project-Specific Materials:** Including assessment briefs, videos, reports, training data, and process workflows
- **Communication Records:** Emails, meeting notes, and feedback logs maintained for operational traceability

3. Purpose of Data Use

The data collected is used solely for legitimate business interests and contractual fulfilment, including:

- Execution and delivery of agreed-upon services
- Coordination of projects and communication workflows
- Processing payments and generating invoices
- Legal, regulatory, or statutory compliance (e.g., audit readiness, tax laws)
- Client feedback and performance reporting

4. Data Sharing & Disclosure

TalentAxisPro Private Limited does not sell or trade personal or business data. However, certain information may be shared under the following conditions:

- **Internal Access:** Shared among authorized internal teams strictly on a need-to-know basis

- **Third-party Service Providers:** Consultants or vendors engaged in supporting service delivery, under signed confidentiality and data protection agreements
- **Legal Disclosure:** Where required by law or pursuant to regulatory directives or contractual audit clauses

All third-party collaborators are bound by strict confidentiality and data handling protocols.

5. Confidentiality & Data Protection

TalentAxisPro Private Limited adheres to stringent confidentiality standards. All client data—irrespective of form or medium—is treated as confidential and protected using a combination of:

- Role-based access controls
- Encryption of sensitive files and communication
- Secure cloud-based document handling systems

Clients may request the execution of specific confidentiality or data protection clauses, which TalentAxisPro Private Limited honours where legally permissible.

6. Retention & Deletion

Client data is retained only for the duration necessary to fulfil the purposes outlined above or as required by applicable legal or contractual retention mandates. Data deletion or archival is carried out securely upon project completion, client request, or the end of the retention period.

7. Policy Updates

This policy is reviewed annually and updated to reflect regulatory changes, operational expansions, or new data practices. Clients and partners will be notified of material changes where applicable.