

Employee & Consultant Privacy Policy

1. Scope

This policy applies to all individuals engaged by TalentAxisPro Private Limited ("the Company"), including full-time employees, part-time staff, contract workers, interns, and independent consultants. It outlines how personal and professional data is collected, used, and protected throughout the course of engagement.

2. Information We Collect

To facilitate effective employment and consultancy operations, the Company may collect and retain the following categories of information:

- **Personal Information**
Residential address, contact number, emergency contact, Aadhaar, PAN, passport, or other identity verification documents
- **Employment Records**
Job title, date of joining, compensation details, leave records, attendance logs, performance evaluations, and training history
- **Financial & Statutory Information**
Bank account details, tax information (e.g., PAN/TDS), Provident Fund (PF), ESIC, gratuity records, and other statutory compliance-related data
- **Technology Usage Data** (*where applicable*)
Login records, device usage data, IP logs, and software activity if the individual uses Company-owned devices or systems

3. Purpose of Data Usage

The data collected is used solely for legitimate internal business purposes, including but not limited to:

- Payroll processing, benefit administration, and expense reimbursements
- Execution of employment or consultancy contracts and performance appraisals
- Regulatory compliance under Indian labor laws and applicable government guidelines
- Granting access to internal systems, communication tools, and digital workspaces
- Internal audits, disciplinary proceedings, and grievance redressal where relevant

4. Confidentiality & Access Controls

TalentAxisPro Private Limited upholds the confidentiality of all employee and consultant information. Key principles include:

- **Restricted Access:** Only authorized Human Resource personnel and members of senior leadership have access to sensitive records
- **Role-Based Controls:** Access to digital files and systems is managed through secure, role-based credentials
- **Non-Disclosure Compliance:** All employees and consultants are bound by confidentiality agreements that remain enforceable even after disengagement
- **Data Minimization:** Only the data required for specific administrative or compliance purposes is processed or retained

5. Data Retention & Deletion

Employee and consultant data is retained for the duration of engagement and for any additional period required under applicable labor, tax, or contractual obligations. Upon disengagement and after the lapse of statutory timelines, data is securely archived or deleted in accordance with internal retention policies

6. Policy Amendments

TalentAxisPro reserves the right to amend this policy as needed to comply with evolving legal, technological, or operational standards. Any substantial changes will be communicated in advance to all affected personnel.