

Staff Privacy Notice

NOTICE-DP-010

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Author:	Reviewer	Approver:
PWG	Legal	DPO
KSignature Electronic copies valid without signature	Signature	Signature

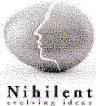
Document Amendment Details

Version Number	Date	Nature of Modification
1.0	15/05/2019	Development of Staff Privacy Notice

Abbreviations

Abbreviation	Description
PWG	Privacy Working Group
DPO	Data Privacy Officer

Master files are stored electronically and are available to all Associates
Printed copies of the master files are for reference only.



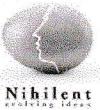
Introduction

Nihilent Limited (hereafter referred to as "we" or "our" or "us" or "Nihilent" or "organization" or "company") has issued this data privacy notice to describe how we handle personal data of our staff members (hereafter referred to as "you", "your"). The term "staff member" includes those who work on a permanent basis, non-permanent basis, including but not limited to contingent workers.

Note that this data privacy notice does not cover individuals who are currently going through a recruitment process with us. Such individuals are covered by our Recruitment Privacy notice.

Definitions

- a) **Data Subject** - An identified or identifiable living individual natural person.
- b) **Personal Data** - Any information relating to a data subject who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that data subject.
- c) **Processing** - Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- d) **Special category data** - Special category of personal data: data that reveals your racial or ethnic origin, religious, political or philosophical beliefs or trade union membership; genetic data; biometric data for the purposes of unique identification; or data concerning your health / sex life.
- e) **Contingent workers** - Contingent workers means non-permanent workers including agents, consultants, independent contractors, sub-contractors, temporary workers, professional advisors, interns and those affiliated with third parties.
- f) **Controller** - means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.
- g) **Processor** -means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.
- h) **Joint controller** - Where two or more controllers jointly determine the purposes and means of processing, they shall be joint controllers.
- i) **Group company (Group)** - includes a holding company, subsidiary, associate company (including a joint venture company) and a subsidiary of a holding company to which the company is also a subsidiary.



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If you have any questions or concerns about our processing of your personal data, then please contact us using the contact details provided.

What does Nihilent do?

Nihilent is a global consulting and services company using design thinking approach to problem-solving and integrated change management. Nihilent provides a comprehensive range of process and technology-led transformation services leveraging advanced analytics, artificial intelligence, block chain, business intelligence, data science, cloud services, IoT, and machine learning. We focus these services to Banking, Financial Services, Insurance, Retail, Supply Chain & Manufacturing, Media and Entertainment, and Healthcare organizations. Nihilent has a significant presence in India, USA, UK, Australia, and South Africa.

For more information about Nihilent, please see the “About us” section on the Website at <https://www.nihilent.com/about-us/>

Data Protection Officer

Nihilent has appointed a Data Protection Officer (DPO) for you to contact if you have any questions or concerns about the Nihilent personal data policies or practices. If you have any questions or concerns about this data privacy notice or how we handle your personal data, please contact the DPO at DPO@nihilent.com. Nihilent’s DPO name and contact information are as follows:

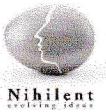
DPO Name: Mr. Abhay Ghate
DPO Address: Nihilent Ltd.,
4th Floor, ‘D’ Block,
Nagar Road Weikfield,
IT City Info park,
Maharashtra, Pune-411014
Email Address: DPO@nihilent.Com
Phone Number: +91 (20) 398 46 100

What personal data does Nihilent collect and why?

Personal Data collected from you

In the course of your employment at Nihilent, we may process personal data about you, your dependents, beneficiaries and other individuals whose personal data has been provided to us by you.

The types of personal data we may process include, but are not limited to:



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- a) **Identification data** – such as your name, gender, photograph, date of birth, signature, staff member IDs, PAN card number, license number;
- b) **Contact details** – such as home and business address, telephone/email addresses, emergency contact details;
- c) **Background information** – such as academic/professional qualifications, CV/resume, criminal records data (for verification purposes, where permissible and required in accordance with applicable law);
- d) **National identifiers** – such as passport, social security number and Aadhaar number;
- e) Your marital status, spouse and dependents' data.
- f) **Financial data** – such as banking details, tax related data, salary and provident fund (PF) details.

Our intent is not to collect or process any special category of personal data about you, unless required by applicable laws.

However, in certain circumstances, we may need to collect, or request your special category of personal data for employment related purposes: for example, data about your racial / ethnic origin, gender and disabilities for the purposes of equal opportunities monitoring, to comply with anti-discrimination laws and for government reporting obligations and data regarding your health check-up and physical or mental condition data so that we can consider how we might accommodate you in your role. We might also process data about you to provide health and insurance benefits to you and your dependents.

Personal data collected from other sources

- a) References provided by referees;
- b) Other background information provided or confirmed by academic institutions and training or certification providers;
- c) Criminal records data obtained through criminal records checks; (We will not carry out such checks without your consent unless required for legitimate interest or for lawful processing.);
- d) Data provided by recruitment or executive search agencies and
- e) Pre-employment health checkup performed only for Indian applicants/employees where the data is provided by diagnostic centres/pathological labs.

Personal Data that we collect automatically

Our cookie policy and data privacy notice is available on the website and will inform you about how we collect certain personal data automatically from your device when you visit our website.

We collect and process the personal data for:

- a) **Recruitment purposes**



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If you are applying for a role at Nihilent, then we collect and process the personal data for recruitment purposes, such as, to determine your qualifications for employment and to reach a hiring decision. This includes assessing your skills, qualifications and background for a particular role verifying your personal data, carrying out your reference/background checks and to generally manage the hiring process and communicates with you about it.

If you are accepted for a role at Nihilent, the personal data collected and processed during the recruitment process will form part of your ongoing staff member record.

For any details regarding data we collect during our recruitment process, please refer out Recruitment Notice at <https://www.nihilent.com/privacy-policy/>

b) Employment or work related purposes

As you become a staff member at Nihilent, we collect and use this personal data for the purpose of managing our employment or working relationship with you, your employment records and contract data, your bank account and salary details and details of your spouse and dependents (for the purpose of emergency contact). We process our staff members' personal data through a human resources system ("Nihilent Internal Management System (NIMS)"), which is an application that helps us to manage HR and staff member compensation and benefits.

The payroll data for processing salary and compensation of staff members is performed by a direct contractor in Nihilent environment.

c) Nihilent global directory

We maintain a global directory of staff members which contain your work contact details (such as your name, location, job title and contact details). This data will be available to everyone in Nihilent and Nihilent Group companies to facilitate global cooperation, communication and teamwork.

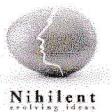
d) Other legitimate business purposes

We may also collect or process your personal data when it is necessary for other legitimate purposes, such as for HR resourcing at a global level, IT security / management, accounting purposes or financial planning. We may also collect or process your personal data to investigate violations of any applicable laws or breaches of our own internal policies.

e) Law related purposes

We may process your personal data where we consider it necessary for complying with applicable laws and regulations, including collecting and disclosing staff member personal data as required by applicable laws (e.g. for tax, health and safety, anti-discrimination laws), under judicial authorisation, or to exercise or defend the legal rights of Nihilent.

Change of Purpose



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We will only use your personal data for the purposes for which it was collected, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us using the contact details provided.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the lawful basis which allows us to do so.

Lawful basis for processing personal data

Our purpose for collecting and processing the personal data described above will depend on the personal data concerned and the specific context in which we collect it.

- a) our legitimate interests (which are not overridden by your data protection interests or fundamental rights and freedoms, particularly taking into consideration the safeguards that we put in place);
- b) to comply with applicable immigration and / or employment laws and regulations and legal obligations;
- c) to take steps prior to entering into an employment contract with you, where you are considered for employment;
- d) where processing is required for vital interests of you or of another natural person;
- e) in circumstances where we have made the data public or tasks carried out in public interest;
- f) where we have your consent to do so. Where we have requested your consent to process your personal data, you have the right to withdraw your consent.

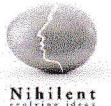
If we request you to provide personal data to comply with any legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal data is mandatory or not (as well as of the possible consequences if you do not provide your personal data).

Who does Nihilent share my personal data with?

We allow access to your personal data only to those who require such access to perform their tasks and duties, and to contingent workers who have a legitimate purpose for accessing it. Whenever we allow a contingent worker to access your personal data, we will implement appropriate measures to ensure that the personal data is used in a manner consistent with this data privacy notice and that the confidentiality, availability and integrity of the personal data is maintained.

(a) Transfers to other group companies

As mentioned above, we will share your personal data with our Group companies in order for them to retain an oversight and have input on the administration of human resources, staff member compensation and



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benefits, as well as for other legitimate business purposes such as IT services/security, tax, accounting and financial planning.

(b) Transfers to contingent workers

In addition, we make certain personal data available to contingent workers who provide services to us. We do so on a "need to know basis" and in accordance with applicable laws and non-disclosure agreements.

For example, your personal data may be available with:

- i. travel management;
- ii. IT developers and support providers;
- iii. third party service providers such as payroll contractors, audit consultants, background verification agencies and relevant local criminal records checking agencies;
- iv. contingent workers who provide support and advice including in relation to legal, insurance, health and safety, security issues.

We may disclose your personal data to contingent workers for lawful processing, including, but not limited to:

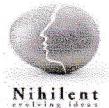
- i. Where we have your consent to do so. Where we have requested your consent to process your personal data, you have the right to withdraw your consent.
- ii. To comply with legal obligations, including where necessary to abide by applicable laws, regulations or contractual obligations, or to respond to a court order, administrative or judiciary processes, including, but not limited to, a subpoena, government audit or search warrant;
- iii. In response to lawful requests by public authorities or government agencies (including for tax, immigration, health and safety, national security or law enforcement purposes);
- iv. As necessary to establish, exercise or defend against potential, threatened or actual legal claims or litigations;
- v. Where necessary to protect your vital interests or of another data subject;

(c) Transfers to third countries and international organisations

Your personal data may be transferred to, and processed in, countries other than the country in which you reside or your data was collected. These countries may have data privacy laws that are different to the laws of your country (and, in some cases, may not be as protective).

Our group companies, contingent workers may operate around the world. This means that when we collect your personal data we may process it in any of these countries.

However, we have taken appropriate safeguards to require that your personal data will remain protected in accordance with this data privacy notice. These include implementing the European Commission's standard contractual clauses for transfers of personal data between our group companies, which require all group



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companies to protect personal data they process from the European Economic Area (EEA) in accordance with European Union data protection law.

We have implemented similar appropriate safeguards with our contingent workers and further details can be provided upon request.

A list of third countries and international organization to whom personal data may be shared can be made available upon request to DPO.

How does Nihilent keep my personal data secure?

We use appropriate technical and organizational measures to protect the personal data that we collect and process. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal data.

Sensitive data like, passwords are protected for data in transit by data encryption. In addition to encryption, we have implemented robust network security controls to help protect data in transit. Network security solutions like firewalls and / or network access control to secure the networks used to transmit data against malware attacks or intrusions.

We use secure means to communicate with you where appropriate, such as 'https' and other security and encryption protocols.

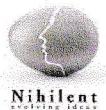
If you have any concerns about the security of your own personal computers and mobile devices, we suggest you read the advice of 'Get Safe Online', which can be accessed [here](#).

How long does Nihilent keep my personal data?

We retain personal data we process where we have legitimate interest, performance of the contract, vital interest of data subject or of another natural person, performance of a task carried out in the public interest or in the exercise of official authority vested or for the purposes of satisfying any legal, accounting, or other regulatory reporting requirements or with your consent. This means your personal data will be retained until the end of your employment, or work relationship with us or for a reasonable period of time thereafter to respond to employment or work-related inquiries or to deal with any legal or contractual obligations (e.g. judicial or disciplinary actions), document the proper termination of your employment or work relationship (e.g. to tax authorities), or to provide you with ongoing pensions or other benefits or protect vital interest

Our local data retention practice is based on local regulation and sets out how long we keep various categories of data, including HR-related data.

Automated Decision Making



Automated decisions are decisions concerning you which are made automatically on the basis of a computer determination (using software algorithms), without human intervention. We do not use automated decision making.

What are your data protection rights?

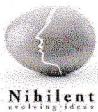
Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes by keeping your details up to date on our website.

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- a) Request access: To your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- b) Request rectification: Of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. We may need to verify the accuracy of any new data you provide to us.
- c) Request erasure: Of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing, where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- d) Object to processing: Of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which means we can continue to process your personal data.
- e) Request the restriction of processing: Of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:
 - a. if you want us to establish the data's accuracy;
 - b. where our use of the data is unlawful but you do not want us to erase it;
 - c. where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or
 - d. You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- f) Request for portability: Of your personal data to another party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note



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that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

- g) Right to withdraw consent at any time: Where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.
- h) Right to lodge a complaint with a Supervisory authority: In case you consider that the processing of your personal data infringes any of your rights or provisions related to the laws and regulations in scope.

Fees for excessive or unreasonable requests

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Time limit to respond

We try to respond to all legitimate requests within 30-45 days. Occasionally, it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

We may also contact you to ask you for further information in relation to your request to speed up our response.

If you wish to exercise any of the rights set out above, please contact us at DPO@nihilent.com

Changes to this data privacy notice

We may update this data privacy notice from time to time in response to emerging legal, technical, contractual, regulatory or business developments. When we update our data privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make. We will obtain your consent to any material data privacy notice changes if and where this is required by applicable laws.

You can see when this data privacy notice was last updated by checking the "last updated" date displayed at the top of this data privacy notice.

Name : PREETI CHAWLA
Date: 28/06/2021

Signature: 