

## PRIVACY NOTICE

Infosys Limited having its registered office at Electronics City, Hosur Road, Bangalore – 560100, including its subsidiaries, associates and affiliated companies (collectively referred to as “**Infosys**”) has a requirement to collect Personal Information (“**PI**”) or Sensitive Personal Data or Information (“**SPDI**”) from you (the “**you/your**”) in accordance with the Information Technology (Reasonable security practices and procedures and sensitive personal data or Information) Rules, 2011 (“**Rules**”). The term PI as used herein shall mean any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a Body Corporate, is capable of identifying such person.

SPDI as defined under the Rules, which may be amended from time to time, include the following information:

1. Password;
2. Financial information such as Bank account or credit card or debit card or other payment instrument details ;
3. Physical, physiological and mental health condition;
4. Sexual orientation;
5. Medical records and history;
6. Biometric information; and
7. Any detail relating to the above clauses as provided to Infosys for providing services.

In view of the foregoing, Infosys would be required to collect the following PI and/or SPDI from You for the purposes as specified below:

Type of PI: **DOB, Gender, PAN Card/Passport/Voter ID details, Residential Addresses, Contact Number, personal Email ID, Project Details (Project Name, Client name), Marital Status and similar**

Type of SPDI: **Blood group**

### **Purpose of PI**

Infosys may hereinafter be required to collect, receive, possess, store, deal or handle the PI for the following Purpose: **Duplicity Check and Onboarding at HSBC end and BGV checks.**

### **Purpose of SPDI**

Infosys may hereinafter be required to collect, receive, possess, store, deal or handle the SPDI for the following Purpose: **Duplicity Checks and Onboarding at HSBC end and BGV checks.**

### **Data Recipients**

You hereby understand that the following recipients shall be collecting and retaining Your PI and/or SPDI: **Infosys and HSBC**

### **Security Measures**

Infosys adopts reasonable security practices and procedures, in line with the international standard ISO 27001 which includes, technical, operational and physical security controls in order to protect your PI and/or SPDI.

You recognize and understand that the PI and/or SPDI provided by You would be provided on Your own volition and as per the requirements as specified herein.

### **Retention Period**

Infosys may retain Your PI for as long as there is a business requirement for the retention of the same or if otherwise required under any law.

### **Consent**

In pursuance of this Notice, You hereby acknowledge and understand that Your SPDI may be processed in the above-mentioned manner and you hereby consent to such Processing of Your SPDI.

Name	Employee ID	Signature of the Employee	Date
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In absence of this acceptance, the candidature will not be taken forward for HSBC considerations

**CONSENT FOR DISCLOSURE OF Background Check Report**

I, \_\_\_\_\_ [name, employee no.], hereby authorize **Infosys Limited**, a Company with its registered office at Electronic City, Hosur Road, Bangalore 560 100 (“Infosys”) to disclose the contents of my Background Check Report (“BGC”) to HSBC Software Development (India) Pvt. Ltd (“Client”).

I agree and confirm that I have consented to disclosure of the information contained in my BGC by Infosys to the Client. I acknowledge and understand that the disclosure of the BGC is as per Client’s requirement and that Client will be responsible for the safe retention and destruction of the information when not necessary, as per all applicable data protection laws.

I hereby hold harmless Infosys and all its personnel and agents from any liability which could result, either directly or indirectly, from the disclosure or use of the contents of my BGC by the Client and release Infosys from any claims arising in relation thereto.

I have read the Declaration and agreed to the stated conditions.

**Signature**

**Date**

## Declaration and Authorization

To whom it may concern

I understand that Infosys Limited may use an outside agency to verify and validate the information I have provided as a part of my employment application, including my employment, my personal background, professional standing, work history and qualifications.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish Infosys Limited and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to Infosys Limited and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested. I also authorize, without reservation, Infosys to share the details obtained by these checks, whether fully or in part, with third parties (including, without reservation, with statutory bodies, customers or vendors), Infosys Limited will exercise due care while sharing these details.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_