



# Personnel Privacy Notice

*Effective as of September 29, 2016*

## Introduction

This privacy notice applies to Personnel of each of the Deloitte U.S. Firms. As used herein, the following terms have the following meanings:

- "Deloitte U.S. Firms" means Deloitte LLP and its subsidiaries.
- "We", "us" and "our" refer to the Deloitte U.S. Firms.
- "Personnel" means an individual that was, is, or may become employed by, or was, is, or may become a partner or principal of, a Deloitte U.S. Firm, including partners, principals, firm directors, and other client service and shared services staff. The Personnel relationship is triggered by documentation that establishes the Personnel relationship between a Deloitte U.S. Firm and the individual, such as an offer letter or a standard Deloitte U.S. Firm job application form.
- "Deloitte Network" refers to Deloitte Touche Tohmatsu Limited ("DTTL"), the member firms of DTTL, and their affiliates and related entities.

If you have any questions regarding this privacy notice, or do not feel that your concerns have been addressed, please contact a Talent representative.

## Information Collection

We collect the following personally identifiable information (PII) about you:

- Name
- Contact information
- Date of birth
- Government identifiers (such as social security number)
- Financial account information
- Information about your family, dependents, and/or emergency contacts
- Other information about you in connection with the Personnel relationship

In some cases, we may collect the following types of PII about you that may be considered sensitive:

- Race
- Ethnic origin
- Medical or health information
- Religious affiliation or philosophical beliefs
- Criminal records
- Trade union membership
- Sex life or sexual orientation
- Political opinions

We collect PII about you from, among other places:

- Information you provide directly to us
- Information we may receive from other firms within the Deloitte Network
- Information we may receive from third parties such as consumer reporting agencies or in connection with organizational transactions (such as mergers and acquisitions)

## Information Use

We use PII about you to:

- Provide you with compensation and benefits
- Manage and develop your performance
- Determine your eligibility for promotion or admission as a partner or principal
- Facilitate our business operations, such as promoting and delivering our services to clients and prospective clients
- Comply with independence and other professional and legal requirements
- Facilitate business travel
- Monitor your use of our resources and facilities
- Maintain safety and security
- Address additional aspects of the Personnel relationship

We do not sell or lease PII about you.

## Disclosure of Information to Third Parties

We share PII about you with other entities to fulfill our obligations to you or others or as required or permitted by law, regulation, contract or professional standards. We may share PII about you with the following types of third parties:

- Other firms within the Deloitte Network
- Clients, potential clients and other third parties in connection with the promotion and delivery of our services
- Third parties that perform services for us or that provide services or benefits to you
- Government entities and regulatory bodies, such as law enforcement or national security agencies, regulators or courts
- Those with whom you have requested us to share information
- Third parties in connection with organizational transactions (such as sales, divestitures, reorganizations or mergers)
- Other third parties when disclosure is otherwise a necessary consequence of the Personnel relationship

We require third parties who perform services for us to agree to treat PII about you confidentially and securely. We generally do not place requirements on third parties regarding the treatment of PII about you if the PII is provided to the third party at your request or in connection with your purchase of goods or services from the third party.

We may transfer PII about you outside the United States to other countries for the purposes described in this privacy notice or as permitted or required by law.

## Consent

Except as required by law, we will not obtain your consent to the processing of PII about you if the processing is consistent with this Personnel Privacy Notice.

## Former Personnel

If your relationship with us changes, for example if you retire or resign, we may continue to use PII about you for the purposes described in this privacy notice.

## Access

You may request access to PII we have about you. You may also request the correction, amendment or deletion of PII that is inaccurate. We will treat your requests for access, correction, amendment or deletion of PII in accordance with our privacy policy, guidelines and applicable legal requirements.

## Information Security

We maintain reasonable physical, administrative and technical safeguards to protect PII from loss, misuse, unauthorized access, disclosure, alteration or destruction.

## Privacy Shield Notice

The Deloitte U.S. Firms adhere to the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce with respect to PII that is transferred from the European Economic Area to the United States within the scope of the Deloitte U.S. Firms' Privacy Shield certification. To learn more, see our [Privacy Shield Notice](#).

#### **Changes to our Privacy Policy**

We reserve the right to change this privacy notice. We will provide you with a revised privacy notice that reflects such changes as required by law.

#### **Questions**

If you have any questions or concerns regarding this notice, please contact a Talent representative.

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_



Deloitte U.S. India entities

### Declaration

I hereby certify all of the statements made and information provided during the Deloitte U.S.

India entities employment application and interview process (including your Curricula Vitae (CV) are true and complete and I understand that omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I recognize that in connection with employment with Deloitte U.S. India entities, I may be the subject of a background enquiry by Deloitte U.S. India entities or its representative, an outside agency, and I hereby authorize the same.

Signed : \_\_\_\_\_

Name in Block Capitals : \_\_\_\_\_

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

### Authorization

I understand that Deloitte U.S. India entities. may use an outside agency to verify and validate the information I have provided including my employment, my professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following current and past employers, college records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish Deloitte U.S. India entities . 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 Deloitte U.S. India entities . 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.

Signed : \_\_\_\_\_

Name in Block Capitals : \_\_\_\_\_

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

As used in this page, "Deloitte U.S. India" means Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited, Deloitte Consulting India Private Limited , Deloitte Financial Advisory Services India Private Limited, Deloitte Tax Services India Private Limited and Deloitte Support Services India Private Limited