

## **CONSENT FORM**

*For the purpose of employee's ("you" / "your") onboarding; background verification; provision of recruitment & staffing services; engagement with Client (s); legal & statutory compliances; internal and external audit and other relevant purposes, Quess Corp Limited, its affiliates and group entities ( collectively referred to as "Quess"/"Company") collects, processes and discloses your personal information and sensitive personal data or information like, Bank Account details, PAN, Aadhaar number, UAN, Biometric, health related information and other information (collectively referred to as "Personal Data").*

*You hereby agree and explicitly consent to the Company for the collection, use and processing of your Personal Data and also permit and allow the Company to disclose the same to the concerned stakeholders including relevant statutory/government authorities, internal departments need to know basis and/or legitimate business pupose.*

*You agree and understand that your Personal Data will be retained for as long as necessary to fulfil the purposes outlined in this consent form and in compliance with applicable laws and regulations.*

*You further understand that you aware of your rights with reference to your personal data, including the right to update, access, rectify, erase, or restrict processing; withdrawal of your consent as well as the right to data portability and you can exercise these rights by contacting Company's DPO [Contact Information of the Data Protection Officer can be obtained from our website].*

### **Employees explicit consent & acknowledgement**

*I have read and understood the above and voluntarily provide my explicit consent to the collection, use, processing, and disclosure of my Personal Data by the Company for the purposes mentioned herein above in this consent form.*

**Employee's Signature:** \_\_\_\_\_

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

**Company Representative:** \_\_\_\_\_

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

*By signing this consent form, both the employee and Company representative acknowledge their agreement to the terms and conditions regarding the use of the employee's Personal Data.*

*Note: Please ensure to retain a copy of the signed consent form for Company's records, as it serves as evidence of the employee's informed and explicit consent.*