

Privacy Policy

****Effective Date:**** October 5, 2025 ****Company Name:**** Optifusion Technologies ****Registered Address:**** 267 B, Sindhi Colony, Raja Park, Jaipur, Rajasthan – 302004, India ****Contact Email:**** business@optifusiontechnologies.com ****Website:**** www.optifusiontechnologies.com

1. Introduction

1.1 Purpose of Policy This Privacy Policy explains how Optifusion Technologies (“Company,” “We,” “Us,” or “Our”) collects, uses, stores, and protects your personal and business information when you interact with our website or engage our recruitment consultancy services.

1.2 Applicability This policy applies to all clients, candidates, and website visitors. By using our services, you consent to the practices described herein.

2. Information We Collect

2.1 Client Information We collect information necessary for providing recruitment services, including but not limited to: - Company name, contact person, address, email, and phone number. - Job requirements, role descriptions, and hiring preferences. - Payment and invoicing details (bank name, UPI reference, transaction ID).

2.2 Candidate Information We may collect information such as: - Full name, contact number, email address, resume/CV, professional history, educational background, and job preferences. - References and supporting documents voluntarily shared by candidates.

2.3 Automatic Data Collection When you visit our website, we may collect limited information automatically, including: - Browser type, operating system, IP address, and referring URLs. - Usage data for website analytics and performance improvement.

2.4 Sensitive Information We do not intentionally collect or store sensitive personal data (such as financial credentials or biometric identifiers) from candidates or clients.

3. Use of Information

3.1 Primary Use We use collected information to: - Facilitate recruitment and hiring services. - Communicate with clients and candidates regarding job opportunities and progress. - Generate invoices, reports, and service summaries. - Improve our service quality and platform experience.

3.2 Secondary Use We may use anonymized data for internal analytics and performance tracking but not for commercial resale.

3.3 Marketing Communication We may send relevant updates or newsletters to registered clients. You may opt out at any time by contacting us at business@optifusiontechnologies.com.

4. Data Storage and Retention

4.1 Storage All data is securely stored in password-protected and access-controlled systems. We utilize industry-standard security practices to protect against unauthorized access, alteration, or destruction.

4.2 Retention Period Candidate and client information is retained only as long as necessary for recruitment and legal compliance purposes. Unused data may be deleted or anonymized after 12 months of inactivity.

4.3 Resume Storage Limitation Resumes and related data are stored only for clients' own hiring purposes. We do not share, sell, or distribute candidate data to third parties.

5. Data Protection and Security

5.1 Security Practices We implement reasonable technical and organizational measures, including encryption, access control, and data backups, to secure all client and candidate information.

5.2 Employee Access Only authorized company personnel involved in the hiring process have access to relevant candidate data.

5.3 Breach Notification In the event of any data breach, Optifusion Technologies shall inform affected clients or candidates promptly and take corrective measures in accordance with Indian IT Act, 2000, and the Digital Personal Data Protection Act, 2023.

6. Data Sharing

6.1 With Clients Candidate data is shared only with verified clients who have active recruitment agreements with Optifusion Technologies.

6.2 With Third Parties We do not sell, trade, or transfer any personal data to third parties for marketing or commercial purposes. However, limited information may be shared with trusted vendors for operational support (e.g., invoicing, cloud hosting) under strict confidentiality agreements.

6.3 Legal Requirements We may disclose information when required by law, government authorities, or to protect our rights and comply with judicial proceedings.

7. User Rights

7.1 Access and Correction Clients and candidates may request access to or correction of their data by emailing business@optifusiontechnologies.com.

7.2 Withdrawal of Consent You may withdraw consent to data processing at any time. However, this may affect our ability to continue providing services.

7.3 Data Deletion Upon written request, we will delete your stored personal data unless retention is required by applicable law or ongoing service obligations.

8. Payments and Financial Data

8.1 Payment Collection All payments are collected via UPI or bank transfer through verified channels. We do not store payment card details or credentials.

8.2 Invoices and Verification Official invoices are issued for every transaction. Clients must verify payment details before making any transfer to avoid unauthorized transactions.

9. Third-Party Links and Websites

9.1 External Links Our website may contain links to third-party websites. We are not responsible for their privacy practices, accuracy, or content.

9.2 Social Media Interactions via social media pages (LinkedIn, etc.) are subject to the respective platform's privacy policy.

10. Children's Privacy Our services are intended for adults (18 years and above). We do not knowingly collect information from minors. If we discover that a minor's information has been inadvertently collected, it will be deleted immediately.

11. Updates to Privacy Policy Optifusion Technologies reserves the right to revise this Privacy Policy from time to time. Updates will be reflected on our website, and continued use of services will constitute acceptance of the revised version.

12. Legal Compliance and Jurisdiction

12.1 Governing Law This Privacy Policy is governed by and construed in accordance with the laws of India.

12.2 Jurisdiction All disputes shall be subject to the exclusive jurisdiction of the courts in Jaipur, Rajasthan, India.

13. Contact Information For questions, concerns, or complaints regarding privacy or data protection, please contact: **Optifusion Technologies** 267 B, Sindhi Colony, Raja Park, Jaipur, Rajasthan – 302004 ■ business@optifusiontechnologies.com

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