

Privacy Policy

1. Respect to your privacy

- 1.1. Tata Consulting Services ("TCS") respects your right to privacy and is committed to safeguarding the privacy of our Associates. We adhere to the Australian Privacy Principles contained in the *Privacy Act* 1988 (Cth). This policy sets out how we collect and treat your personal information.
- 1.2. "Personal information" is information we hold which is identifiable as being about you.

2. Collection of personal information

- 2.1. TCS will receive and store personal information provided to us directly or given to us in other forms.
- 2.2. So we can deliver immigration services and legal advice, you and your family members may provide certain information such as your name, address, contact details, date of birth, marital status, passport details, employment history, educational background, employee number, job title, job function and current visa status. We may collect additional information at other times, including but not limited to, when you request for immigration or legal advice and when you provide information about your personal and/or business affairs if necessary.
- 2.3. Additionally, we may also collect any other information you provide while interacting with us through sources such as; questionnaires, required forms for your completion, third-party sources which includes, your former employers, educational institutions, current and prospective employer. Information that we collect may from time to time be stored, processed in or transferred between parties located in countries outside of Australia where we have affiliates that provide assistance.

3. Use of your personal information

- 3.1. The usage of the information provided will enable us to deliver immigration and legal consulting services. These services include; analysis and completion of visa related processes, immigration related submissions to third-party government bodies and advising in other mobility issues.

4. Disclosure of your personal information

- 4.1. We are limited to disclosure of your personal information to what is only described in this Privacy Notice. We will not distribute, sell, transfer, rent or use information for purposes other than what is disclosed here unless required by law or authorised by you or by your employer.
- 4.2. We may disclose the information provided only among our subsidiaries, affiliates, subcontractors, other professional advisers and your employer if we are instructed to do so or if it is reasonably necessary for the purposes set out in this Policy. In addition, the information may be shared with certain service providers we have or may retain for services such as; translators, qualification evaluation services, couriers and other necessary entities to perform services on our behalf and with compliance with the law.

- 4.3. Where we have knowledge a service provider uses your personal information in a manner contrary to this Policy then we will take reasonable steps to prevent and/or stop the processing.
- 4.4. We may disclose your information in circumstances where we are required by law or legal requirement, to law enforcement authorities and government officials, if it is reasonable for us to believe that disclosure is necessary in order to prevent physical harm and/or financial loss associated with an investigation of unlawful causes for legal proceedings, and if it is necessary to protect the interests of any person.
- 4.5. By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

5. Security of your personal information

- 5.1. TCS is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable electronic procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.
- 5.2. We seek to ensure that third parties assisting us abide by applicable privacy and data protection laws to prohibit them from using your information which is contrary to the services which they have been engaged to provide.

6. Transfer of your personal information

- 6.1. In order for us to provide immigration consulting and legal services, it may be necessary for us to transfer your personal information to countries outside of Australia, such as India or any other country in which TCS has affiliates, subsidiaries, or service providers, which may not have the same level of data protection as Australia.

7. Access to your personal information

- 7.1. You reserve the right to access your personal information which is kept in our custody in accordance with the provision of the *Privacy Act 1988* (Cth) as long as our verification process is followed, the notification of the request is in writing, the request for access is within a reasonable period of time and for the purposes which are set out in this Policy. If you have a reasonable belief that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact TCS or email us at australia.visa@tcs.com.

8. Complaints about our Privacy Policy

- 8.1. If you have any complaints about our privacy practices, feel free to send in details of your complaints to TCS. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

9. Amendments to our Privacy Policy

- 9.1. Our Policy may be updated from time to time without prior notice to reflect changes in our information practices. We will ensure to post notice which will be available in our website or public materials if any significant amendments to our Policy are applicable. This Policy incorporates data privacy laws and represents “best practices”. However, additional

procedures may be inconsistent in certain countries to satisfy necessary jurisdictional requirements.

10. Information collected through our website

- 10.1. We may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.
- 10.2. *Cookies* - Cookies are small files which a website uses to identify you when you come back to the site and to store details about your usage of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. Our website may use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google Adwords. These ads may appear on this website or other websites you visit.
- 10.3. *Third party sites* - Our site may have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that TCS is not responsible for the privacy practises of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

Acknowledgement

I, _____ (your full name) hereby confirm that I have read, understood and consent to the matters raised in the Privacy Policy.

Signature

Date

Employee No. _____