

## **LETTER OF AUTHORIZATION AND CONSENT**

I have no objection in sharing my personal information and documents, including but not limited to Government issued ID such as Aadhaar, Voter ID, PAN card, DL, Name, Gender, Date of Birth, Addresses, Mobile number, Email, Education record(s) and Employment record(s) with OnGrid (Handy Online Solutions Private Limited) for the purpose of information and document collection and management, and background checks and verifications, including but not limited to verification of ID, Address, Employment, Education, Police/Court record checks, reference checks, etc., in order to avail employment, benefits and/or services.

I authorize OnGrid to store my information, documents, verification reports and references on their platform and I understand that OnGrid will ensure security and confidentiality of the same. I understand that my digital record on OnGrid will be accessible to my employer or service provider for which this consent is being taken, and my employer or service provider, and their authorized users/partners/affiliates/contractors can access and update my digital record on the OnGrid platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via OnGrid platform. I understand that my digital record on OnGrid will only be available to any other users of the platform if/when I provide my explicit consent for the same. I understand that I have the option of editing or deleting my digital record on OnGrid by sending mail to [contact@ongrid.in](mailto:contact@ongrid.in) with the subject "My Data, My Privacy".

Signature:

Name:

Mobile Number:

Date:

Location / City:

**Note to employer / service provider / organization:** The organization using OnGrid may take the consent of the individual by the above mentioned paragraphs in another onboarding document, such as an appointment letter. As per Government regulations, it is important that the individual (candidate / employee / service seeker) provides wilful consent and authorization. The organization should store a copy of the signed document for audit requirements.