

## **Privacy Policy**

**Introduction:** The HRM Practitioners LLP, a limited liability partnership registered under The Limited Liability Partnership Act, 2008 having its registered office at No. 3B, Glenmoor Apartments, No. 135, 3<sup>rd</sup> Main, Defence Colony, Indiranagar, Bangalore 560 038 ("**HRMP**", "**We**", "**Us**" and "**Our**") respects the privacy of its users accessing this website ("**Portal** "). For the purposes of this User Agreement, the term "**User(s)**" and wherever the context so requires "**You**", "**Your**", "**Yourself**" shall mean any natural or legal person who accesses or uses the Portal and in the event that a natural person is representing a business entity, reference to such terms shall include a reference to the business entity. HRMP has adopted this privacy policy ("**Privacy Policy**") to inform You of what information We collect from You through the Portal, how We collect the information, how We may use it and the steps We take to protect it. Capitalized terms not defined herein shall have the meaning ascribed to them in the User Agreement. By using the Portal, You unconditionally agree to the terms and conditions of this Privacy Policy and consent to usage, storage and handling of the information submitted by You in accordance with the terms contained hereunder. If You do not agree with the terms and conditions of this Privacy Policy, please do not proceed further to use this Portal.

**User Information:** Please note that We do not require and do not request You to submit any of Your personal information. HRMP may get User Information when You submit information while submitting Your Query/Issue ("**Query/Issue**") on the Portal. User Information is the data that can be used to uniquely identify or contact a person and/or the business entity that a person represents and shall include, but not be limited to, information regarding Your name, Your address and telephone number, name of Your company, Your e-mail address and such other information for the purposes of identification and verification. When You submit User Information on the Portal, it shall be deemed that You have granted Us the right to collect, store, process, handle and use such User Information, in accordance with this Privacy Policy. We may need to retain Your information for the purposes of submitting the Query/Issue to Your company. You may visit the Portal and browse the Portal without having to provide User Information. Where possible, We indicate which fields are mandatory and which fields are optional to be filled on the Portal. You always have the option to not provide information by choosing not to submit particular information or feature on the Portal . During Your visit to the Portal You remain anonymous and at no time can We identify You unless You submit User Information on the Portal. We will only use Your information relating to Query/Issue submitted by you for the purposes for forwarding your Query/Issue to Your company. It is clarified that We shall not be liable, for any reason whatsoever, for the authenticity of any User Information provided by You to Us. You hereby confirm that the User Information provided by You is and shall continue to be valid, true and accurate. We shall also not be liable to You in any manner for any action, inaction, result, or consequences relating to the Query/Issue. Should you have any concerns with regard to Your Query/Issue, You may directly reach out to Your Company. Please note that we are not in any manner responsible for resolution of your Query/Issue and it shall only be Your company who shall be your interface for any actions required on your Query/Issue. HRMP will not be liable for the disclosure and dissemination of such User Information on the Portal to Your company.

**Cookies:** Like most other websites We use data collection devices known as cookies to collect and store information of Users visiting the Portal. A cookie is a small amount of data that is sent to a User's browser from a web server and is eventually stored on a User's computer hard drive. Cookies are a reliable mechanism for websites to remember the activities of the User on the Portal and helps in improving Your experience on the Portal . This anonymous information is maintained distinctly and is not linked to the User Information You submit to HRMP. The option of accepting cookies is up to You, however certain features of the Portal including Content and the forms may not be accessible without accepting cookies. Most cookies are session cookies that are automatically deleted from Your hard drive when You close the browser. Additionally, You may encounter cookies or other similar devices on certain pages of the Portal that are placed by third parties. We do not control the use of cookies by third parties and shall not be liable for any reason whatsoever for these third party cookies.

**Use of User Information:** User Information provided by You is used by Us only to provide information that You request which shall include the following:

- (i) verifying the identity of Your company;
- (ii) forwarding the Query/Issue submitted by You on the Portal to Your company;
- (iii) conducting internal reviews and data analysis for the Portal (e.g., to determine the number of visitors to specific pages within the Portal );
- (iv) improving the content on the Portal;
- (v) protecting the integrity of the Portal; and
- (vi) to respond to judicial process and provide information to law enforcement agencies or in connection with an investigation on matters related to public safety, as permitted by law.

**Sharing of Information:** User Information may be shared with Your company to forward the Query/Issue. The User Information may be saved in servers inside or outside India, at Our sole discretion. Except as provided in paragraph above, We shall disclose the User Information only in circumstances where:

- (i) The User has provided express instructions or consent towards such disclosure;
- (ii) We in good faith believe that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental or regulatory request; (b) enforce the applicable User Agreement or Privacy Policy; (c) detect, prevent, or otherwise address fraud, security or technical issues; or (d) protect against imminent harm to the rights, property or safety of HRMP, its Users or the public as required or permitted by law; and
- (iii) The User Information that We collect may also be transferred as an asset in connection with a merger or sale (including any transfers made as a part of an insolvency or bankruptcy proceeding) involving all or part of HRMP or as part of a corporate reorganization, stock sale or change of control.

**Security Precautions:** To prevent any form of unlawful interception or misuse of User Information, We use reasonable physical, electronic, and managerial procedures to safeguard and secure the User Information collected. We use reasonable secure and technologically appropriate measures, in compliance with the Information Technology Act, 2000 and the rules related thereto to protect You against loss or misuse of Your User Information including internal reviews of data collection, storage and processing practices and other reasonable security measures which are equivalent to security measures that HRMP uses to protect its own confidential information. However as You are aware, no internet site is completely free of security risks and We do not make any representation in respect of the same. We do not warrant that Our Portal or any electronic communication made by Us is free from virus or other harmful effects. In the event of any errors in transmission or due to an act of a third party, We shall have no liability. You explicitly agree that Your use of the Portal is at Your own individual risk. You agree and confirm that Your User Information may be transferred, processed and stored across national and international borders. You hereby confirm that You have been made aware of the security measures undertaken by Us and You expressly consent to Us storing, handling, using Your User Information.

**Links to other third party sites:** The Portal may provide third party information and links to other websites that are not affiliates of or operated or controlled by HRMP including but not limited HRMP is not responsible for any form of transmission, whatsoever, received by You from any third party website and accordingly does not make any representations concerning the privacy practices or other policies of such third party websites. Under no circumstances shall HRMP be deemed to control or guarantee the accuracy, integrity, or quality of the information, data, text, software, sound, photographs, graphics, videos, cookies, messages or other materials available on such websites. Any User Information provided by You to such third party websites shall be governed in accordance with the privacy policies of such websites and it is recommended that You review the privacy policy of such websites prior to using such websites.

**Change in Privacy Policy:** We reserve the right to update, modify and amend any of the terms of Our Privacy Policy, at any time without prior intimation to You. We will post these changes on Our Portal for Your information. These changes will become effective immediately on posting. We shall not be liable for any failure or negligence on Your part to review the updated Privacy Policy before accessing the Portal to submit the Query/Issue. Your continued use of the Portal , following changes to the Privacy Policy, will constitute Your acceptance of those changes.

**Force Majeure:** Notwithstanding anything contained in this Privacy Policy or elsewhere, HRMP shall not be held responsible for any loss, damage or misuse of Your User Information, if such loss, damage or misuse is attributable to a Force Majeure Event. A "Force Majeure Event" shall mean any event that is beyond the reasonable control of HRMP and shall include, without limitation, sabotage, fire, flood, explosion, acts of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war, acts of government, computer hacking, technical snags, unauthorized access to computer data and storage device, breach of security and encryption.

#### **Contacting the Portal**

For any issues relating to the Portal or Your Request/Issue, You may contact Your Company.