

# RESUME SUBMISSION PRIVACY NOTICE

VERSION: 2.0

EFFECTIVE DATE: 1-12-2025

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## 1. INTRODUCTION

ERASMITH TECHNOLOGIES PRIVATE LIMITED (“ERASMITH”, “WE”, “US”) IS COMMITTED TO PROTECTING THE PERSONAL DATA OF INDIVIDUALS WHO APPLY FOR EMPLOYMENT OR OTHERWISE ENGAGE WITH ERASMITH AS PROSPECTIVE EMPLOYEES, CANDIDATES, INTERNS, OR TRAINEES (“PROSPECTIVE EMPLOYEES”).

THIS PROSPECTIVE EMPLOYEE PRIVACY NOTICE (“NOTICE”) EXPLAINS HOW ERASMITH COLLECTS, USES, DISCLOSES, STORES, AND PROTECTS PERSONAL DATA DURING RECRUITMENT AND PRE-EMPLOYMENT PROCESSES, IN ACCORDANCE WITH THE DIGITAL PERSONAL DATA PROTECTION ACT, 2023 (“DPDP ACT”) AND APPLICABLE RULES.

## 2. DATA FIDUCIARY

ERASMITH ACTS AS THE DATA FIDUCIARY UNDER THE DPDP ACT AND AS THE PII CONTROLLER FOR THE PURPOSES OF ISO/IEC 27701.

CONTACT DETAILS:

ENTITY NAME: ERASMITH TECHNOLOGIES PRIVATE LIMITED

EMAIL: [INFO@ERASMITH.COM](mailto:INFO@ERASMITH.COM)

## 3. PERSONAL DATA WE COLLECT

ERASMITH MAY COLLECT PERSONAL DATA OF PROSPECTIVE EMPLOYEES DIRECTLY OR INDIRECTLY THROUGH RESUMES/CVS, APPLICATION FORMS, RECRUITMENT PORTALS, INTERVIEWS, ASSESSMENTS, BACKGROUND CHECKS (WHERE APPLICABLE), RECRUITMENT VENDORS, AND REFERRALS.

THE CATEGORIES OF PERSONAL DATA COLLECTED ARE LISTED IN APPENDIX A TO THIS NOTICE.

PERSONAL DATA IS PROCESSED IN A MANNER THAT ENSURES APPROPRIATE CONFIDENTIALITY, INTEGRITY, AND AVAILABILITY.

## 4. PURPOSE OF PROCESSING

ERASMITH PROCESSES PERSONAL DATA OF PROSPECTIVE EMPLOYEES FOR THE FOLLOWING PURPOSES:

- RECRUITMENT, SCREENING, AND SELECTION ACTIVITIES
- EVALUATION OF QUALIFICATIONS, EXPERIENCE, AND SUITABILITY FOR ROLES

- INTERVIEW SCHEDULING, COMMUNICATION, AND COORDINATION
- VERIFICATION OF INFORMATION PROVIDED, WHERE APPLICABLE
- CREATION AND MAINTENANCE OF RECRUITMENT RECORDS
- COMPLIANCE WITH APPLICABLE LEGAL, REGULATORY, OR AUDIT REQUIREMENTS

FAILURE TO PROVIDE REQUIRED INFORMATION MAY AFFECT THE EVALUATION OF YOUR APPLICATION.

PERSONAL DATA WILL NOT BE PROCESSED IN A MANNER INCOMPATIBLE WITH THESE PURPOSES, EXCEPT WHERE REQUIRED BY APPLICABLE LAW.

## **5. LEGAL BASIS FOR PROCESSING**

PERSONAL DATA OF PROSPECTIVE EMPLOYEES IS PROCESSED ON ONE OR MORE OF THE FOLLOWING LAWFUL BASES UNDER THE DPDP ACT:

LEGITIMATE USES, INCLUDING RECRUITMENT AND PRE-EMPLOYMENT EVALUATION

PERFORMANCE OF PRE-CONTRACTUAL MEASURES, TAKEN AT THE REQUEST OF THE PROSPECTIVE EMPLOYEE

COMPLIANCE WITH LEGAL OR REGULATORY OBLIGATIONS

CONSENT, WHERE EXPLICITLY REQUIRED (E.G., OPTIONAL BACKGROUND CHECKS OR TALENT POOLING)

WHERE CONSENT IS RELIED UPON, IT MAY BE WITHDRAWN, SUBJECT TO APPLICABLE LEGAL AND OPERATIONAL LIMITATIONS.

## **6. DATA SHARING AND DISCLOSURE**

PERSONAL DATA OF PROSPECTIVE EMPLOYEES MAY BE SHARED ON A NEED-TO-KNOW BASIS WITH:

INTERNAL TEAMS INVOLVED IN RECRUITMENT AND HIRING DECISIONS

RECRUITMENT AGENCIES OR ASSESSMENT SERVICE PROVIDERS ENGAGED BY ERASMITH

BACKGROUND VERIFICATION AGENCIES, WHERE APPLICABLE AND LAWFUL

GOVERNMENT AUTHORITIES OR REGULATORS, WHERE REQUIRED BY LAW

PERSONAL DATA WILL NOT BE SHARED FOR UNRELATED PURPOSES. IF AN EMPLOYMENT OFFER IS ACCEPTED, RELEVANT PERSONAL DATA MAY BE TRANSFERRED TO ERASMITH'S EMPLOYEE RECORDS AND GOVERNED BY THE EMPLOYEE PRIVACY NOTICE.

ALL THIRD PARTIES PROCESSING PERSONAL DATA ON BEHALF OF ERASMITH ACT AS DATA PROCESSORS AND ARE CONTRACTUALLY OBLIGATED TO MAINTAIN CONFIDENTIALITY AND SECURITY.

## **7. INTERNATIONAL DATA TRANSFERS**

PERSONAL DATA IS PRIMARILY PROCESSED AND STORED WITHIN INDIA. HOWEVER, CERTAIN RECRUITMENT PLATFORMS, CLOUD SYSTEMS, OR SERVICE PROVIDERS MAY INVOLVE STORAGE OR PROCESSING OUTSIDE INDIA.

WHERE SUCH TRANSFERS OCCUR, ERASMITH ENSURES THAT:

TRANSFERS ARE PERMITTED UNDER THE DPDP ACT AND APPLICABLE RULES APPROPRIATE CONTRACTUAL, ORGANISATIONAL, AND TECHNICAL SAFEGUARDS ARE IMPLEMENTED

## **8. DATA SUBJECT RIGHTS**

AS A DATA PRINCIPAL, YOU HAVE THE FOLLOWING RIGHTS UNDER THE DPDP ACT, SUBJECT TO APPLICABLE LIMITATIONS:

- RIGHT TO BE INFORMED ABOUT THE PROCESSING OF YOUR PERSONAL DATA
- RIGHT TO ACCESS PERSONAL DATA HELD BY ERASMITH
- RIGHT TO CORRECTION OR UPDATING OF INACCURATE PERSONAL DATA
- RIGHT TO ERASURE OF PERSONAL DATA THAT IS NO LONGER NECESSARY
- RIGHT TO GRIEVANCE REDRESSAL
- RIGHT TO NOMINATE ANOTHER INDIVIDUAL TO EXERCISE RIGHTS IN THE EVENT OF DEATH OR INCAPACITY
- REQUESTS MAY BE SUBMITTED USING THE CONTACT DETAILS PROVIDED BELOW.

## **9. DATA SECURITY**

ERASMITH IMPLEMENTS APPROPRIATE TECHNICAL AND ORGANISATIONAL MEASURES TO PROTECT PERSONAL DATA AGAINST UNAUTHORISED ACCESS, ALTERATION, DISCLOSURE, OR DESTRUCTION. THESE MEASURES ARE ALIGNED WITH ERASMITH'S INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS) AND PRIVACY INFORMATION MANAGEMENT SYSTEM (PIMS).DESTRUCTION.

## **10. RETENTION PERIOD**

PERSONAL DATA OF PROSPECTIVE EMPLOYEES IS RETAINED ONLY FOR AS LONG AS NECESSARY TO FULFIL RECRUITMENT PURPOSES, INCLUDING MAINTAINING RECORDS FOR FUTURE OPPORTUNITIES WHERE PERMITTED, OR AS REQUIRED BY APPLICABLE LAW.

WHERE AN APPLICATION DOES NOT RESULT IN EMPLOYMENT, PERSONAL DATA IS SECURELY DELETED OR ANONYMISED IN ACCORDANCE WITH ERASMITH'S DATA RETENTION AND DISPOSAL POLICIES.

## **11. CHANGES TO THIS PRIVACY NOTICE**

ERASMITH MAY UPDATE THIS NOTICE FROM TIME TO TIME TO REFLECT CHANGES IN LEGAL, REGULATORY, OR BUSINESS REQUIREMENTS. UPDATED VERSIONS WILL BE MADE AVAILABLE THROUGH APPROPRIATE COMMUNICATION CHANNELS.

### **CONTACT US**

IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THIS PRIVACY NOTICE OR OUR DATA PROCESSING PRACTICES, PLEASE CONTACT US AT:

EMAIL: [INFO@ERASMITH.COM](mailto:INFO@ERASMITH.COM)

## **APPENDIX – A**

(REFERS TO PARA 3 OF THE ERASMITH PROSPECTIVE EMPLOYEE PRIVACY NOTICE)

### **PROSPECTIVE EMPLOYEE PERSONAL DATA : COLLECTED BY ERASMITH**

AS A PROSPECTIVE EMPLOYEE OF ERASMITH , WE COLLECT YOUR PERSONAL DATA THROUGH VARIOUS MEANS, INCLUDING EMPLOYMENT FORMS, RESUMES/CV, EMPLOYMENT PORTALS AND RECRUITMENT VENDORS. THE DATA IS PROCESSED SECURELY, TO ENSURE PRESERVATION OF ITS CONFIDENTIALITY AND INTEGRITY. THE PERSONAL DATA WE COLLECT FROM YOU ARE:

#### **MANDATORY (AS APPLICABLE)**

- FULL NAME
- EMAIL ADDRESS
- MOBILE NUMBER
- ACADEMIC AND PROFESSIONAL QUALIFICATIONS
- WORK EXPERIENCE AND EMPLOYMENT HISTORY
- NATIONALITY
- AGE OR DATE OF BIRTH (WHERE LEGALLY REQUIRED)
- GOVERNMENT-ISSUED IDENTITY INFORMATION (ONLY WHERE LEGALLY REQUIRED)
- PHOTOGRAPH
- ADDRESS DETAILS

#### **CONDITIONAL / PURPOSE-SPECIFIC**

- PASSPORT OR VISA INFORMATION (WHERE RELEVANT TO THE ROLE)
- BACKGROUND VERIFICATION INFORMATION
- ASSESSMENT OR INTERVIEW RECORDS

NOTE: ERASMITH DOES NOT REQUIRE OR PROCESS SENSITIVE PERSONAL ATTRIBUTES (SUCH AS RELIGION) UNLESS MANDATED BY APPLICABLE LAW. WHERE SUCH DATA IS REQUIRED, IT IS COLLECTED AND PROCESSED STRICTLY IN ACCORDANCE WITH LEGAL REQUIREMENTS.