

## **Job Applicant Data Privacy Policy and Notice**

### **WT\_V.2.26**

#### **Whom So Ever, It May Concern.**

##### **Introduction:**

This policy and notice are applicable to all the candidates who wish to be considered for employment with Wissen Technology ("Wissen") its affiliates.

Protecting your privacy is important to us and we want to be transparent as how we collect, process, share and destroy the data. We would want all the candidates to be thorough with our policies and practices and give complete consent while submitting their data to Wissen. This policy will not override any applicable and prevalent law.

Please note, our recruitment activities are not directed to individuals under the age of 18. They should be citizens of India or should have work authorization to work in India (All Foreigners must declare their citizenship status)

##### **Information we collect:**

We collect and process personal information for recruitment, interviewing, and hiring purposes ("Recruitment Activities"). This data would further used with applicable systems and processes if your candidature turns into employment with Wissen.

Information may include: name, email address, residential address, telephone number, professional profiles, academic and employment history, certifications, work eligibility details, salary expectations, geographic location, and other information provided during interviews or through resumes.

We may also reference publicly available professional information and receive data from recruiting agencies, background verification providers, and former employers for legitimate recruitment / HR purposes.

##### **How we use your data:**

We use personal information to:

- Communicate with you regarding recruitment processes
- Evaluate qualifications and verify submitted information
- Conduct interviews and background verification
- Improve recruitment effectiveness and candidate experience
- Prevent fraud and ensure security
- Comply with applicable legal and regulatory requirements

We will further use your data to manage the entire employment cycle if you are offered employment with Wissen.

If we intend to use your information for any additional purposes, we will notify you, where required, in accordance with applicable laws.

**How we share your information:**

We may share personal information within the Wissen Technology group of companies and with trusted third-party service providers such as HR platforms, recruitment consultants, and background verification agencies, strictly for recruitment and HR Operational purposes.

We may also disclose information to regulatory or legal authorities where required by law or to protect the rights, safety, and property of Wissen Technology or others.

**Data Retention and security:**

We retain applicant data in accordance with internal retention policies and applicable legal requirements.

Wissen Technology implements reasonable physical, technical, and administrative safeguards to protect personal information against unauthorized access, misuse, alteration, or destruction. However, absolute security cannot be guaranteed.

**International data transfers:**

Personal information may be transferred to and processed in countries outside your country of residence only if it is required to process your candidature or if required by HR processes. Appropriate safeguards are implemented where required to comply with applicable data protection laws.

**Legal basis for processing:**

Where applicable under data protection laws, personal data is processed based on legitimate business interests related to recruitment, compliance with legal obligations, pre-contractual steps at your request, and consent where required. Further, if offer of employment is made same data will be used as input to HR processes.

**Your rights:**

Depending on applicable law, you may have the right to access, correct, delete, restrict, or object to the processing of your personal information.

Providing personal information is voluntary; however, failure to provide required information may prevent us from processing your application.

**Changes to this policy and notice:**

We may update this Notice periodically as per change in company policy and as per applicable laws. The version number on the policy indicates the month and year modified. Applicants are encouraged to review this Notice regularly.