

PRIVACY POLICY

I. INTRODUCTION:

1. This Privacy Policy ("POLICY") explains our policies regarding the collection, use, disclosure and transfer of information of the user through its websites and applications, including through jobjet.taxsutra.com, a digital portal and other online services (collectively, the "PLATFORM"). The Taxsutra's digital platform including JOBJET URL, and its affiliated companies worldwide (hereinafter collectively referred to as "TAXSUTRA"), are committed to respecting online privacy and recognize the need for appropriate protection and management of any personally identifiable information shared with TAXSUTRA subject to this privacy policies.
2. This policy applies to those who visit, access, browse, subscribe, or uses the Platform, services or whose information TAXSUTRA otherwise receives in connection with its services or products (such as contact information of organization or individuals associated with TAXSUTRA) (hereinafter collectively referred to as "USERS"). The information about the USER as collected by the TAXSUTRA is information supplied by the USER and information automatically tracked while navigation (collectively referred to as "INFORMATION").
3. For the purposes of the Privacy Policy, "you" or "your" shall mean the person who is accessing, visiting, subscribing, or using the Platform or services whereas "we" or "our" or "us" shall mean TAXSUTRA.
4. Currently, the Indian Information Technology Act 2000 mandates the secure processing of personal information and prevention of misuse of Information. On April 11, 2011, India's Ministry of Communications and Information Technology passed the Information Technology (Reasonable Security Practices, Procedures and Sensitive Personal Data or Information) Rules which deals with practices and procedures for protection and maintenance of Personal Information and hence it is TAXSUTRA's policy to comply with privacy legislation within each jurisdiction in which the TAXSUTRA entity operates.

II. DISCLAIMER:

Please read this Policy along with the Terms and Conditions of Use linked separately to this website. As we update, improve and expand the Services, this Policy may change, so please refer to it periodically. By accessing and using the sites or providing information or uploading documents or otherwise using the services, you consent to the collection, storage, and use of the personal, non-personal information, you provided or automatically received (including any changes thereto as provided by you) for any of the Services that we provide. Ultimately, you are solely responsible for maintaining the secrecy of your personal, and non-personal data/ information which you share in the public domain. Please keep in mind that if you share any personal information on the public domain while accessing any online

service whether linked with TAXSUTRA or not you may receive unsolicited messages/emails/phone calls from other parties in return.

III. COMMITMENT:

1. We promise to take every step to use data shared by you only in ways that are compatible with this Privacy Policy. Because JOBJET is a public website and accessible worldwide, hence we cannot control the conduct of others. The JOBJET URL may include links to other websites or applications. Such websites or applications are governed by their respective privacy policies, which are beyond our control and TAXSUTRA is not responsible for that. Once you leave our servers, the use of any information you provided is governed by the privacy policy of the operator of the application you are visiting. That privacy policy may differ from ours.
2. We do not provide any personally identifiable information to third-party websites / advertisers / ad-servers to which TAXSUTRA links, although we may share aggregate data with such websites (such as how many people use our site). We may provide name, email ID, Resume of the applicant / candidate/ employee to the desired recruiter/ employer for the purpose of this portal. We advise you to be careful and responsible whenever you're accessing, providing information, or uploading any resume or document or browsing this Platform. In case you decline to submit any required or personally identifiable information on the JOBJET URL, we may not be able to provide certain services or to make you reach to desire candidate or recruiter/ organization as the case may be on this JOBJET Platform. We will make reasonable efforts to notify you of the same at the time of opening your account or while applying to any job post at a reasonable time.

IV. INFORMATION WE COLLECT:

1. The JOBJET URL is not set up to automatically collect personally identifiable information from every visitor, browser of the website. We can come across the information of which Internet Service Provider our visitors use, that would allow us to identify a particular visitor to the JOBJET URL. This information may be used for the purpose of this portal and for internal purposes by our technical support staff.
2. The JOBJET URL does track certain information about the visits to TAXSUTRA website. We may compile statistics that show the numbers and frequency of visitors to the Web Site and its individual pages and the time spent by each visitor on each page. These aggregated statistics are generally used internally to improve the services/ website, for product development and marketing purposes. Those aggregated statistics may also be provided to advertisers and other third parties, but again, the statistics contain no personal (specific) information and cannot be used to gather such information.
3. We may automatically collect limited information about your computer's connection to the Internet, and mobile number, email ID, including your IP address, when you visit our site, application or service. Your IP address is a number that lets computers attached to the Internet know

where to send you data such as the pages you view. We automatically receive and log information from your browser, including your IP address, your computer's name, your operating system, browser type and version, CPU speed, and connection speed, etc. We may also collect log information from your device, including your location, your device's name, the device's serial number or unique identification number, your device operating system, browser type and version, etc.

4. Personal information means any information relating to an identified or identifiable natural person including common identifiers such as a name, an identification number, location data, email ID, Resume, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person and any other information that is so categorized by applicable laws.
5. In a few areas on the JOBJET URL we may ask you to provide information that will enable us to verify whether you are entitled to access and use certain information, materials and services available on the TAXSUTRA platform. This information may also be used to enable us to enhance your site visit, assist you with customer service or technical support issues, or follow up with you after your visit, or to otherwise support your relationship with us. It is completely optional for you to participate.
6. However, in any case, we will not be liable and/or responsible for the denial / use of certain services, access and use of certain information, material or services to you, in case you do not provide us the necessary personal information or your failure to participate.
7. We collect information about you (such as organization details, candidates name, email id, resume etc) and/or your usage to provide better services and offerings. The Personal Information that we collect, and how we collect it, depends upon how you interact with us. We may collect across the site the following (for illustration basis) categories of Personal Information in the following ways:
 - a) Name, age, gender, place of work, preferences, email address, password, country, city, contact number and company/ organization that you are associated with, when you log in or registered or sign up for alerts/notifications on the Platform or through surveys and forms etc;
 - b) Information that the user would usually include in the job description, company/ organization/ recruiter's details, trade information, resume, including name, contact details including e-mail address and mobile number, work experience, details of employees, notice period, functional area, industry, area of specialization, designation, current or preferred location, passport, driving license, key skill, educational qualifications, data relating to your current and past remuneration or salary, etc. when you register or apply for any job post on this Platform;
 - c) Information about the services that you use and how you use them, including log information and location information when you are a user of the services through the Platform;
 - d) When you communicate with TAXSUTRA or use the Platform to communicate with other Users, we collect information about your communication and any information you choose to provide;

- e) If you choose to sign in with your social media account to access the Platform, or otherwise connect your social media account with the services of the Platform, you consent to our collection, storage, and use, in accordance with this Privacy Policy, of the information that you make available to us through the social media interface. Please see your social media provider's privacy policy and help center for more information about how they share information when you choose to connect your account.
 - f) If you choose to register using your other e-mail accounts like Gmail, then we shall retrieve personal information/ profile from such account to continue to interact with you and to continue providing the products and Services:
 - g) You may subscribe to a newsletter or desire to be added to our mailing lists for other products and services. In the case of newsletters or mailing lists, you can "unsubscribe" to these mailers at any time.
 - h) Log on to certain areas of the website where you may be prompted to provide us with your Name, Email ID, Resume, contact number Login/ USER Name and Password as a condition to gain access to certain information, materials or services or support.
 - i) Register or for an application or sign-up to use a service whether paid or not through your activity on our sites, e.g., information from your device and actions taken on the sites, searches you run or jobs you click on;
 - j) when you apply to jobs, use screener or assessment questions or automated phone screening, or log in from third-party sites; and
 - k) We may collect additional information at other times, including but not limited to, when you provide feedback or comments, change your content or email preferences, respond to a survey, contact us or any other mode of communication with us.
 - l) Any personally identifiable information provided by you will not be considered sensitive if it is freely available and/or accessible in the public domain like any comments, messages, blogs, or scribbles available on social platforms like Facebook, Twitter etc.
 - m) Any posted/uploaded/conveyed/communicated by users on the public sections of the Sites becomes published content and is not considered personally identifiable information subject to this Policy etc.
8. Wherever TAXSUTRA collects personal information we make a reasonable effort to include a link to this Privacy Policy on that page.

V. USE AND SHARING OF COLLECTED INFORMATION:

1. TAXSUTRA uses your Information for specific purposes only. The information you provide to us while using the JOBJET URL, such as your name, postal, e-mail address, Resume, or telephone/ contact number, TAXSUTRA shall take every step to keep it confidential and use to support your relationship with TAXSUTRA and/or to notify you of special offers, updated information and new products and services from TAXSUTRA or offers from third parties that we think you may be interested.

2. TAXSUTRA proposes to share the information collected from you to whom it is desired to be or within its group companies, affiliates, agents, contractors, officers, employees of such group companies and/or third-party service providers for the purpose of processing Information on its behalf. We take every step to ensure that these recipients of such information agree to process such information based on our instructions, in compliance with this Privacy Policy, and any other appropriate confidentiality and security measures. Such transfer is justified on the basis that there is a “need-to-know” and it is reasonable and legitimate to allow TAXSUTRA group companies and businesses to operate effectively and competitively.
3. Information shared and collected about you with TAXSUTRA and transmitted with an affiliated entity such sharing strengthens our ability to help job seekers to find jobs and Employers/ recruiter to find great candidates. The services provided to you and the functionality of the JOBJET could not be provided without such transfers. If you do not wish your information to be transferred in this way you should discontinue accessing, browsing, applying for jobs, searching for candidates or using of JOBJET URL.
4. We use third-party advertising companies to serve ads when you visit or use JOBJET URL or Services. These companies may use information (excluding your name, address, email address or telephone number or Resume or any personally identifiable information) about your visits or use to a particular website, mobile application or services, in order to provide advertisements about goods and services of interest to you. We also allow advertisers and creators to serve advertisements directly, using TAXSUTRA’s own ad-serving technologies.
5. The information supplied by the users enables us to improve the Services and provide you with the most user-friendly experience, improving our platform and the quality of our services. TAXSUTRA may use the above-said user's Information to maintain, protect, and improve the Services for marketing including advertising and personalization on the Sites, non-marketing or administrative purposes and for developing new services. We may also use your email address or other personally identifiable information to send commercial or marketing messages about our Services and/or such additional updates and features about third parties’ products and services with an option to subscribe/ unsubscribe (where feasible).
6. Circumstances may arise where we are required to disclose your personal information to third parties for purposes other than to support your customer relationship with TAXSUTRA, such as in connection with a corporate divestiture or dissolution where we sell all or a portion of our business or assets (including our associated customer lists containing your personal information), or if the disclosure is required by law or is pertinent to judicial or governmental investigations or proceedings.
7. TAXSUTRA will send you information about our various products and services, or other products and services we feel may be of interest to you. Only TAXSUTRA (or affiliates working on behalf of TAXSUTRA and under confidentiality agreements) will send you these direct mailings.

8. TAXSUTRA may process your information to prevent, detect, investigate including cyber-crime and take action against crimes (including but not limited to fraud and other financial crimes), any other illegal activities, suspected fraud, or violations of TAXSUTRA's Terms of Use in any jurisdiction or to the extent required for identity verification, government sanctions screening and due diligence checks and also to establishing, exercising or defending legal rights in connection with legal proceedings (including any prospective legal proceedings) and seeking professional or legal advice in relation to such legal proceedings.

VI. DATA SECURITY:

1. TAXSUTRA takes all reasonable steps necessary to ensure that the information collected and/or provided by you is kept secure and confidential. However, no method of transmission or storage of information via the Internet can be 100% secure. Please note that where the security of your information is beyond our control, we cannot guarantee the privacy of such information.
2. TAXSUTRA seeks to ensure compliance with the requirements of the Information Technology Act, of 2000 and the Rules made there to ensure the protection and preservation of your privacy.
3. TAXSUTRA takes appropriate security measures to protect against unauthorized access or alteration, maintain data accuracy, disclosure or destruction of data and ensure the correct use of information, we have put in the appropriate places physical, electronic, and managerial procedures to safeguard and secure the information/data we collect online on the TAXSUTRA's digital platform.

VII. COOKIES:

1. Cookies are small pieces of text stored by a website you visit in your browser and subsequently sent by your web browser in every request to the website. A cookie file is stored in your web browser and allows the website or a third party to recognize you and make your next visit easier and make the site more useful to you. The use of cookies makes web surfing easier by performing certain functions.
2. Cookies allow TAXSUTRA to serve you better and more efficiently, and to personalize your experience on JOBJET URL. We may analyze or perform analysis based on the use of these technologies and generate reports on an individual and aggregated basis.
3. When you visit JOBJET URL, we may place a number of cookies in your browser. We may use cookies, web beacons, and other similar technologies on this website to understand visitor and user preferences, improve their experience, and track and analyse usage, location, navigational and other statistical information. Additionally, cookies allow us to bring you advertising both on and off TAXSUTRA's digital platform and bring customized features for you.
4. Any browser visiting the JOBJET URL will receive cookies from us which helps us identify you more quickly when you return. Cookies help us to determine which pages or information you find most useful or interesting on our own websites.
5. TAXSUTRA use cookies, web beacons, and other similar technologies to facilitate TAXSUTRA's targeted Ads, Program, announcements and other

advertisements to help us to determine which advertisements users have seen, how many times users have seen a particular advertisement, and on which sites a particular advertisement appeared. We may also allow Employers/ organizations/ recruiters who participate in TAXSUTRA's Ads, Programs, and services to place cookies, web beacons, and other similar technologies in advertisements we serve on TAXSUTRA's digital platform and on third-party websites to help these Employers to understand how individuals/ job seeker/ candidate interact with our advertisements about their Job Listings.

6. Please note that third parties (advertising networks and providers of external services like web traffic analysis services) may also use cookies on our Services and platform. Also, note that the names of cookies, pixels and other technologies may change over time. We do not control the use of these cookies and disclaim liability/responsibility for the information collected.
7. You can control the use of cookies at the individual browser level. If you elect not to activate the cookies or choose to have your browser refuse cookies or to later disable cookies, it is possible that some areas of our site will not function properly and your experience at JOBJET URL and on other digital platform/websites may be diminished and some features may not work as desired. Please note that, if you visit the JOBJET URL where you are prompted to log in or apply for any Job post or that is customizable, you may be required to accept cookies.

VIII. WITHDRAWAL OF CONSENT:

You can withdraw your consent by sending us an email on jobjet@taxsutra.com Upon receiving your email, your account will be deactivated from JOBJET URL. You may please understand and note that, because TAXSUTRA provides various services on its digital platform, may even after the deletion of your information residual copies may take a period of time before they are deleted from our active servers and may remain in our backup systems.

IX. CONTACT US:

If you have any queries, complaints/grievances regarding the collecting, processing, or transfer of personal data/information or regarding this policy and terms of use, you can send your complaints or please write to our Grievance Officer available at the email jobjet@taxsutra.com , [whose name and contact details are as below-](#)

[Kalpana J, 9820047188]

X. NOTICE OF CHANGE:

1. The internet web is a developing system. TAXSUTRA may alter our Policies and terms of use from time to time to incorporate necessary changes in technology, applicable law, or for no or any other reason. In any case, TAXSUTRA reserves exclusive rights to change, modify, alter, delete, or add (at any point of time) the terms of this Policy or the Terms of Use.
2. In case of any changes will come into force and effective immediately which may be given by posting the new/ amended policies on the

platform/ website. Use, visit, access, application, login, browse, or subscription to the Sites or Services after such notice will be deemed acceptance of such changes.

3. TAXSUTRA may make reasonable efforts to inform you via displaying/ informing you of the changes or via sending an e-mail or in any other form of communication. In any case, you are advised to review these Policies along with the terms and conditions periodically on the JOBJET URL to ensure that you are aware of the latest version.