

## **PRIVACY POLICY**

**Effective Date:** 01 September, 2025

Olriant Talent Solutions Private Limited (“Olriant”, “we”, “us”, or “our”) is committed to protecting the privacy and personal data of our clients, candidates, employees, and website visitors. This Privacy Policy outlines how we collect, use, store, and protect your information in accordance with applicable Indian data protection laws and global standards.

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### **1. Information We Collect**

We may collect and process the following types of personal data:

- Full name, email address, phone number, and contact details
  - Professional information such as resumes, job history, qualifications
  - Identification documents (e.g., PAN, Aadhaar, passport)
  - Employment preferences, expectations, and interview feedback
  - Website usage data (IP address, browser type, cookies)
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### **2. How We Use Your Information**

We use your personal data for purposes including:

- Recruitment and staffing services
  - HR outsourcing and managed services
  - Communication and customer support
  - Legal and regulatory compliance
  - Improving our services and website experience
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### **3. Data Sharing and Disclosure**

We may share your data with:

- Clients and hiring partners for recruitment purposes
- Service providers under confidentiality agreements
- Government authorities when legally required

We do **not** sell or rent your personal data to third parties.

#### **4. Data Storage and Security**

We implement appropriate technical and organizational measures to protect your data from unauthorized access, alteration, disclosure, or destruction. Data is stored securely on encrypted servers with restricted access.

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#### **5. Your Rights**

You have the right to:

- Access and review your personal data
  - Request correction or deletion of inaccurate data
  - Withdraw consent for data processing
  - Lodge a complaint with the relevant data protection authority
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#### **6. Cookies and Website Tracking**

Our website may use cookies and tracking technologies to enhance user experience and analyze traffic. You can manage cookie preferences through your browser settings.

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#### **7. Data Retention**

We retain personal data only as long as necessary for the purposes stated above or as required by law.

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#### **8. Changes to This Policy**

We may update this Privacy Policy from time to time. The latest version will be posted on our website with the effective date.

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#### **9. Contact Us**

For any questions or concerns regarding this Privacy Policy or your personal data, please contact:

**Olriant Talent Solutions Private Limited**

Email: [CEO@olriant.com](mailto:CEO@olriant.com)