

	TITLE: Privacy Disclaimer for Employees & Job Applicants	DOCUMENT NO.	PDP_PN_01
		REV NO.	01
		REV DATE	11.02.2026

Owner	DPO
Created By	DPO Office
Reviewed By	CISO
Approved By	DPO

Amendment Summary:

Revision No	Revision Date	Major Details
00	03.01.2026	Initial Release
01	11.02.2026	Added purpose of processing data for communications related to awareness and advisories via WhatsApp, RCS and SMS.

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1. Introduction

Uno Minda, hereinafter referred to as “We” or “Us” or “Company” or “Organization” has created this Privacy Disclaimer to inform its employees and job applicants regarding the collection, use and disclosure of Personal Data collected.

2. Applicability

This Disclaimer applies to all former and current employees (part time and full time) and job applicants whose Personal Data is collected and processed by us as part of employment related activities and all such individuals are hereinafter referred to as “Data Principals”.

We are the Data Fiduciary for the Personal Data collected and processed as part of your employment with us.

3. Categories of Personal Data Collected

We may collect and process the following categories of Personal Data but are not limited to:

- **Identification Information:** Name, Sex/Gender, Date of Birth, Place of Birth, PAN Card, Aadhaar Card, Driving License, Passport, Voter ID, Nationality, Photograph, Marital Status, Age, Religion.
- **Contact Information:** Mobile Number, Address, E-Mail Address.
- **Employment Details:** Employee ID, Job Title, Designation, Department, Employment History, Education Qualifications, Educational Certificates, Relieving Certificate From Previous Employer, Skills, Work Performance, CCTV Recording.
- **Financial Information:** Bank Account Details, Salary Slip, Salary Details, Tax Details.
- **Health and Biometric Information:** Blood Group, Medical Insurance Details, Attendance Data.
- **Emergency Contact and Dependents Information:** Contact Details of Emergency Contact Person, Dependent’s Name, Dependent’s Relationship, Dependent’s Date Of Birth.
- **Background Check and References:** Information obtained during the recruitment process.

4. Purpose of Processing your Personal Data

As part of your professional relationship with us, the purposes of collecting and processing your Personal Data may include processing activities as defined by Uno Minda for its legitimate business purposes. Some activities are as listed below but not limited to:

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- a. For processing job applications and conducting recruitment activities.
- b. For conducting background and reference checks during the recruitment process.
- c. For the purpose of onboarding, offboarding and transfer.
- d. For the purpose of processing your salaries, reimbursements and salary advances.
- e. For the purpose of making travel and transportation bookings for you.
- f. For processing of group personal accident insurance and Mediclaim availed by you.
- g. For conducting training and development activities.
- h. For marking your attendance.
- i. For conducting health checkups.
- j. For managing your employment relationship.
- k. For administering employee benefits and compensation.
- l. For complying with legal and regulatory obligations.
- m. For ensuring your health and safety at the workplace.
- n. For facilitating communication and work-related activities.
- o. For carrying out performance evaluations and career development.
- p. For monitoring your productivity.
- q. For sending communications related to awareness and advisories via WhatsApp, RCS and SMS.

There are Closed Circuit Television (CCTV) cameras in operation within and around our stations and other premises, which are used for the following purposes:

- a. To prevent and detect crime.
- b. To protect your health and safety.
- c. For quality assurance purposes.

5. Legal Grounds for Processing Personal Data

We shall process your Personal Data based on one or more of the following legal grounds:

- a. Employment purposes: processing necessary to fulfil the employment contract.
- b. Consent: where applicable, we will seek your consent before processing certain categories of Personal Data.
- c. Voluntary disclosure: processing for which you have voluntarily provided your Personal Data.
- d. Legal obligations: processing required to comply with relevant laws and regulations.

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6. Children's Personal Data

Once you are our employee, we collect Personal Data of your children from you at the time of onboarding, only after obtaining your consent.

7. Data Retention

We will retain your Personal Data for as long as necessary to fulfill the purposes for which it was collected, and as required by applicable privacy and other laws governing your candidature/employment with Uno Minda.

8. Data Sharing

We may share your Personal Data with:

- Third-party service providers who assist us.
- Government authorities and regulatory bodies as required by the local and international laws.
- Other companies within our corporate group for internal administrative purposes.

9. Data Transfer

In some cases, your Personal Data may be transferred to countries outside of your country of residence. We will ensure that appropriate technical and organizational measures are in place to protect your data during such transfers, in accordance with applicable data protection laws.

10. Security

We use reasonable technical, administrative, and physical measures to protect your Personal Data. When your Personal Data is shared, we will take a reasonable approach to prevent the unauthorized use of your Personal Data.

Please note, however, that while we attempt to safeguard your Personal Data, no method of transmitting or storing electronic information is ever completely secure, and thus we make no warranty, express, implied, or otherwise, that your Personal Data will never be accessed, used or released in a manner that is inconsistent with this Privacy Disclaimer. In case you observe a privacy violation, we encourage you to raise a grievance with Uno Minda's Data Protection Officer (DPO) at greviance.dpooffice@unominda.com.

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11. Your Rights

The rights that are available to you are as follows:

- a. Right to Grievance Redressal
- b. Right to Nominate

You can exercise your rights by submitting a request to Uno Minda's Data Protection Officer (DPO) at greviance.dpooffice@unominda.com.

Upon receiving your request, we shall acknowledge your request within 15 working days, conduct a verification check to validate your identity, and accordingly process the request.

For any additional queries related to the processing of Personal Data, please write to us at greviance.dpooffice@unominda.com.

12. Duties of Job Applicant/Employee as Data Principal

A Data Principal is mandated to perform the following duties as per the provision of the DPDPA, namely:

- a. Comply with the provisions of all applicable laws for the time being in force while exercising rights under the provisions of this Act.
- b. To ensure not to impersonate another person while providing her Personal Data for a specified purpose.
- c. To ensure not to suppress any material information while providing her Personal Data for any document, unique identifier, proof of identity or proof of address issued by the State or any of its instrumentalities.
- d. To ensure not to register a false or frivolous grievance or complaint with a Data Fiduciary or the Board.
- e. To furnish only such information as is verifiably authentic, while exercising the right to correction or erasure under the provisions of this Act or the rules made thereunder.

13. Review and Amendments to this Disclaimer

The Disclaimer is subject to reviews from time to time (at least once a year) or in case of a change in the business environment or a change in the applicable regulations and legislation. If we make any changes to this Disclaimer, we shall post those changes at the top of this page.