

Candidate Data Privacy & Consent Policy

This Candidate Data Privacy & Consent Policy ("Policy") describes how BizDateUp Technologies Private Limited, together with its group entities including BizDateUp Venture Studio and BizDateUp Network / NTWRK (collectively, "BizDateUp", "we", "us" or "our"), collects, uses, stores, shares, and protects the personal data of individuals who apply for employment, internship, or engagement opportunities through our careers page or any linked application channel ("Candidate", "you").

This Policy is issued in accordance with the Digital Personal Data Protection Act, 2023 ("DPDP Act"), the Information Technology Act, 2000, and applicable rules made thereunder. By submitting your application, you are required to read this Policy in full and provide your explicit consent as set out in Clause 12 before you may proceed.

1. Data Fiduciary

BizDateUp Technologies Private Limited, having its registered office in Mumbai, Maharashtra, India, is the "Data Fiduciary" in respect of the personal data collected through this careers page. Group entities that participate in the hiring process (including but not limited to the specific business vertical you are applying to) may act as joint data fiduciaries or data processors solely for recruitment purposes described in this Policy.

2. Categories of Personal Data We Collect

Depending on the role you apply for and the stage of the recruitment process, we may collect the following categories of personal data:

- Identity and contact information — name, gender, date of birth, phone number, email address, residential address, photograph.
- Professional information — resume/CV, educational qualifications, employment history, current and expected compensation, notice period, references, LinkedIn or portfolio links.
- Application-specific information — cover letters, assessment or interview responses, recruiter/interviewer notes and feedback, scores from any skills or psychometric assessments.
- Verification information — identity documents, proof of address, and details required for background verification, where applicable and only after your explicit consent at the offer stage.
- Technical information — IP address, browser type, and cookie data collected automatically when you visit our careers page (see Clause 8).
- Sensitive personal data (where voluntarily provided) — such as disability status for the purpose of reasonable accommodation. We do not require such disclosures unless legally mandated or voluntarily offered by you.

3. Purpose of Collection and Use

We collect and process your personal data solely for the following purposes:

- Evaluating your application against the requirements of the role you have applied for.
- Communicating with you regarding your application status, interview scheduling, and offer discussions.

- Conducting background verification and reference checks, where applicable, and only with your separate consent.
- Maintaining internal recruitment records and pipeline analytics through our applicant tracking system (ATS).
- Complying with applicable legal, regulatory, or statutory obligations.
- With your explicit separate consent, retaining your profile for consideration against future openings at BizDateUp.

We do not use your personal data for any purpose unrelated to recruitment, including marketing or commercial solicitation, without obtaining your specific consent.

4. Legal Basis for Processing

Our processing of your personal data is based on the consent you provide at the time of application (Clause 12), and, where applicable, on our legitimate interest in evaluating candidates for employment and on compliance with legal obligations relating to employment and statutory record-keeping.

5. Sharing and Disclosure of Personal Data

Your personal data may be shared, strictly on a need-to-know basis, with:

- Authorised personnel within BizDateUp's Human Resources function and the hiring team/business vertical for the role you have applied to.
- Our applicant tracking and HRMS service providers (currently Zoho and its associated modules) who process data on our behalf under contractual confidentiality obligations.
- Third-party background verification agencies, strictly for candidates who have progressed to the offer stage and have provided separate written consent.
- Regulators, courts, or government authorities, where disclosure is required under applicable law.

We do not sell, rent, or trade your personal data to any third party for marketing or commercial purposes.

6. Cross-Border Data Transfer

Where any of our service providers process or store data on servers located outside India, such transfers are carried out only to jurisdictions and entities that provide an adequate standard of data protection, in accordance with the DPDP Act and rules issued thereunder.

7. Data Retention

If your application is unsuccessful, your personal data will ordinarily be retained for a period of twelve (12) months from the date of the hiring decision, for audit, compliance, and potential future-role consideration purposes, unless you request earlier erasure under Clause 9. If you are selected, your application data will be retained and transitioned into your employment record in accordance with our employee data retention practices, communicated to you separately at the time of onboarding.

8. Cookies and Website Tracking

Our careers page may use cookies or similar technologies to remember your application progress, measure page performance, and improve user experience. You may control cookie preferences through your browser settings; disabling cookies may affect certain functionalities of the application form.

9. Your Rights as a Data Principal

Under the DPDP Act, you have the right to:

- Access a summary of the personal data we hold about you and the processing activities undertaken.
- Request correction or updating of inaccurate or incomplete personal data.
- Request erasure of your personal data, unless retention is required for legal or legitimate recruitment purposes as described in Clause 7.
- Withdraw your consent at any time, without affecting the lawfulness of processing carried out before such withdrawal. Please note that withdrawal of consent during an active application process may result in your application being discontinued.
- Nominate another individual to exercise these rights on your behalf in the event of your death or incapacity.
- Register a complaint with the Data Protection Board of India if you believe your rights have been violated and are not satisfactorily addressed by us.

To exercise any of these rights, please write to our Grievance Officer at the contact details in Clause 11.

10. Data Security

We implement reasonable technical and organisational security safeguards — including access controls, encryption in transit, and restricted internal access — to protect your personal data against unauthorised access, alteration, disclosure, or destruction. However, no method of electronic transmission or storage is entirely secure, and we cannot guarantee absolute security.

11. Grievance Officer / Contact Details

For any questions, requests, or grievances relating to this Policy or the processing of your personal data, please contact:

Grievance Officer — Human Resources

BizDateUp Technologies Private Limited

Email: hr@bizdateup.com

Address: 507, Panchratna Chs opp Royal opera house Charni Road East

We aim to acknowledge grievances within 7 business days and resolve them within 30 days, in line with applicable law.

12. Candidate Consent Declaration

By checking the box below and submitting my application, I confirm that I have read and understood the BizDateUp Candidate Data Privacy & Consent Policy. I voluntarily consent to BizDateUp Technologies Private Limited and its group entities collecting, storing, using, and sharing my personal data strictly for the recruitment purposes described in this Policy. I understand that I may withdraw this consent at any time by writing to the Grievance Officer, subject to Clause 9 of this Policy.

☐ **I have read and agree to the Candidate Data Privacy & Consent Policy.**

13. Changes to this Policy

BizDateUp may update this Policy from time to time to reflect changes in law, our recruitment practices, or the systems we use. The updated version will be posted on our careers page with a revised "Effective Date". Continued use of the careers page after such changes constitutes acceptance of the revised Policy.

14. Governing Law and Jurisdiction

This Policy shall be governed by the laws of India. Any disputes arising out of or in connection with this Policy shall be subject to the exclusive jurisdiction of the courts at Mumbai, Maharashtra.