

# **Privacy Policy**

Effective Date: July 9, 2025

Produit Solutions OPC Private Limited ("we", "our", "us") is committed to safeguarding your privacy and protecting your personal data. This Privacy Policy outlines how we collect, use, disclose, and protect your information when you engage with us through our website (www.produitsolutions.com) or via our services.

#### 1. Information We Collect

We collect and process the following categories of personal data:

#### Personal Information:

- Full name
- Email address, phone number, mailing address
- Resume details (work experience, education, skills, certifications, etc.)
- Company name, job title, and professional background
- Identity documents (only if necessary for recruitment or verification)

#### **Technical Information:**

- IP address, browser type, device details
- Website usage data collected via cookies and analytics tools

#### 2. How We Collect Information

We collect your data:

- Directly, when you fill out forms, submit job applications, or communicate with us
- Through referrals by freelance recruiters or HR consultants
- Automatically via cookies or similar tracking on our website
- From publicly available sources (LinkedIn, company websites, etc.) for recruitment or consulting purposes

## 3. Purpose of Processing

We process your data for:

- Recruitment, staffing, and placement services
- IT consulting, development, and project services
- Client relationship management and business communication
- Payroll and legal compliance
- Internal analytics, reporting, and marketing (with your consent, if applicable)

## 4. Legal Basis for Processing (GDPR Compliance)

If you are located in the European Economic Area (EEA), we process your personal data



#### based on:

- Consent: When you voluntarily provide data or agree to marketing
- Contractual Necessity: For providing services or fulfilling agreements
- Legal Obligations: Compliance with applicable laws
- Legitimate Interests: Recruitment activities, business operations, or improving our services (balancing your privacy rights)

## 5. Data Processing under Indian Laws (DPDPA, 2023)

For users in India, we comply with the Digital Personal Data Protection Act, 2023:

- Data collected is used for lawful purposes stated in this policy
- Consent is obtained wherever required
- Data is stored securely with adequate safeguards
- You have rights to access, correct, or erase your data, subject to legal exceptions

## 6. Sharing of Information

We may share your data with:

- Clients for recruitment or consulting purposes (with prior consent)
- Internal teams (development, sales, HR, recruitment, IT)
- Authorized third-party service providers (hosting, payroll, analytics)
- Government authorities, if required under law

## 7. International Data Transfers

Your data may be transferred and stored outside your country of residence, including in jurisdictions that may not have equivalent data protection laws. In such cases, we ensure appropriate safeguards in compliance with GDPR and Indian DPDPA.

#### 8. Data Security

We implement industry-standard security measures to prevent unauthorized access, loss, misuse, or alteration of personal data. However, no method of transmission or storage is 100% secure.

#### 9. Data Retention

We retain personal data only for as long as necessary to:

- Fulfill service purposes
- Comply with legal obligations
- Resolve disputes and enforce agreements

#### 10. Your Rights

Under GDPR (for EU/EEA users):

- Right to access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restrict processing



- Right to data portability
- Right to object to processing
- Right to withdraw consent anytime

## **Under Indian DPDPA:**

- Right to access personal data
- Right to correction and erasure
- Right to grievance redressal

To exercise your rights, email us at: info@produitsolutions.com

## 11. Cookies & Tracking Technologies

We use cookies and similar technologies to improve website functionality and analyze traffic. You may manage cookie preferences via your browser settings.

## 12. Changes to this Privacy Policy

We may update this policy from time to time. Any changes will be posted on this page with an updated "Effective Date."

## 13. Contact Us

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

Produit Solutions OPC Private Limited Email: info@produitsolutions.com

Phone: +91 - 9986670060

Website: https://www.produitsolutions.com