

Recruitment Privacy Policy (India)

Effective Date: 30th July 2025

Company Name: Senior India Private Limited

Contact Email: hr@seniorauto.co.in

1. Introduction

Senior India private limited is committed to protecting the privacy of individuals applying for employment. This policy outlines how we collect, use, disclose, and safeguard your personal information as a job applicant, in accordance with Indian data protection laws.

2. Information We Collect

We may collect the following categories of personal data during the recruitment process:

- **Personal Details:** Full name, date of birth, gender, contact details (address, phone number, email) etc.
- **Professional Qualifications:** Educational background, certifications, resumes, cover letters etc.
- **Employment History:** Details of previous employment, roles held, references etc.
- **Background Checks:** Criminal records (where lawful), credit checks, verification of documents etc.
- **Identity Information:** PAN card, Aadhaar number (if required), passport or visa details etc.
- **Other Information:** Information you choose to share with us during interviews or assessments.

3. Purpose of Collection and Use

We collect and process this information for purposes including:

- Assessing your suitability for employment
- Communicating with you throughout the hiring process
- Verifying your identity and background
- Fulfilling legal and regulatory obligations

- Maintaining a record of applicants for future job openings (with your consent)

4. Legal Basis for Processing

We collect your personal information with your explicit or implied consent, as required under Indian law, and for legitimate purposes related to employment.

5. Information Sharing and Disclosure

Your personal data may be shared with:

- Internal HR and relevant hiring teams
- Third-party service providers assisting with recruitment, background checks, or assessments
- Government authorities, if required by law

We do not sell or rent your personal data.

6. Data Storage and Security

We store your personal information in secure systems with appropriate technical and organizational measures in place to prevent unauthorized access, alteration, or disclosure.

7. Retention of Data

Unless required by law or with your consent, we retain your information for up to three years after the end of the recruitment process. If you are hired, your information will be retained as part of your employee records.

8. Your Rights

As a candidate, you have the right to:

- Access your personal data
- Request corrections or updates
- Withdraw consent (where applicable)
- Request deletion of your data (subject to legal requirements)

To exercise these rights, email us at hr@seniorauto.co.in.

9. Cross-Border Data Transfers



If your data is transferred or stored outside India (e.g., cloud-based platforms), we ensure it is protected with appropriate security safeguards in compliance with Indian law.

10. Updates to This Policy

We may update this Recruitment Privacy Policy from time to time. The latest version will be made available to you on request via email.

11. Contact Us

If you have any questions or concerns regarding this policy or your personal data, please contact our **Privacy Officer through email (hr@seniorauto.co.in)**