

1. Overview and scope of application:

This privacy notice applies to the processing of personal data that is collected in European Economic Union (“EU”), which means information about Service Provider / Contractor / Vendors (“you”), that Tech Mahindra Business Services Limited, its affiliates and subsidiaries (“TMBSL”, “we” or “us”) collect about current Service Provider / Contractors / Vendors and employees of Service Provider / Contractors / Vendors . It also describes your data protection rights, including a right to object to some of the processing which TMBSL carries out. More information about your rights, and how to exercise them, is set out in the Your Choices and Rights section.

2. What Personal Data (as defined below) We may collect:

Personal identification and communication information of Employee of Service Provider / Contractors / Vendors: your name, home address, phone number, email address; nationality, photo, information concerning your gender.

3. Why We collect, Use and Store the Personal Data:

- a. Collection of Personal Data for employees of Service Provider / Contractor / Vendors:-

We collect Personal Data for maintaining security of our premises, to keep a detailed record of all Service Provider’s employee visiting to the premises and for purposes of internal as well as external quality audits.

4. Where We store the Personal Data

The Personal Data Service Provider / Contractor / Vendor provided to Us is stored within the premises of TMBSL situated at IDA Waterford Business and Technology Park, Butlerstown, Cork Road, Waterford, Ireland.. The Personal Data, may be processed by staff operating outside Europe by Our staff who work for Us.

If We transfer or store the Personal Data outside Europe in this way, we will take steps with the aim of ensuring that Your privacy rights continue to be protected, as outlined in this privacy policy and in accordance with the General Data Protection Regulation (“GDPR,”), local country regulatory privacy requirements globally and PIMS, ISO 27701 requirements.

5. Processing purposes

The legal basis for processing is Art. 6 para. 1 (f) of GDPR. We have a legitimate interest in ensuring security of our premises including without limitation, business data, customer details, employees security etc. We have assessed and determined that the processing of Your Personal Data is necessary for the processing purposes and mentioned above. We ensure that minimal categories of Your Personal Data is collected for this purpose. We also ensure that Your Personal Data is protected with appropriate technical and organizational measures in place.

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6. Disclosure to third parties

To the extent permitted by law and to fulfill the purpose, we may share Your Personal Data with Our expressly authorised staff. The staff is restricted from using this data in any way other than for the purpose for which they are collected. We may, for example, provide Your Personal Data to our corporate services department, our security department and/or contractors and our internal or external auditors.

We reserve the right to share Your Personal Data to respond to duly authorized information requests of governmental authorities or where required by law. In exceptionally rare circumstances where national, state, or company security is at issue, we reserve the right to share Our entire database of visitors with appropriate governmental authorities.

We may also be required to disclose Your Personal Data in the event of a legal investigation or any such other process where We are required to do so by applicable law or where We have to establish Our legal rights or where disclosure is required to prevent or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person.

We will process, disclose or share Your Personal Data only if required to do so by law or in good faith belief that such action is necessary to comply with our contractual obligations, legal requirements or legal process served on Us. Unless restricted by applicable law, we will notify you about such government access request to take all the requisite measures.

7. Your Choices and Rights:

You have the right to ask Us for copy of Your Personal Data; to correct, delete, or restrict processing of Your Personal Data; and to obtain the Personal Data You provide in a structured and machine readable format. In addition, you can object to the processing of Personal Data, in some circumstances (in particular, where We do not have to process the data to meet a contractual or legal requirement).

These rights may be limited, for example, if fulfilling Your request would reveal personal data of another person, or if You ask Us to delete information which We are required by law or have compelling legitimate interests to keep. If You have unresolved concerns, you have the right to complain to the data protection authority.

8. How long We retain Your Personal Data:

We will retain Your Personal Data only for as long as We need it for Our legitimate interest in accordance with applicable law, to fulfill the purpose for which Your Personal Data is collected, or to meet legal requirements, after which We will take steps to delete Your Personal Data or hold it in a form that no longer identifies You.

Please note, Your Personal Data will be processed in or accessed from jurisdiction outside Europe by members of TechM group entities and categories of recipients (e.g., Customers or Service Providers) in jurisdiction that do not have equivalent data protection laws to those in India for the purpose outlined above. When We transfer Your data to outside TechM group, we use standard contractual clauses in compliance with the provisions of GDPR to safeguard the transfer, unless We transfer the data to third party, that has implemented GDPR, in which case, We may rely on one of those mechanisms to safeguard the transfer. For further information, including, how to obtain a

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copy of the documents used to protect Your Personal Data, please contact Us as described in the 'Contact Us' section below.

9. Security:

We take Our responsibilities to protect Your privacy very seriously. Organizational safeguards, such as access controls are used to help ensure that Your Personal Data is kept safe and only disclosed to people who are authorized to view it.

Where We are required to share Your Personal Data with third parties, we will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of Your Personal Data and We will try to ensure that We only share it in ways that are secure.

The transmission of information via the internet or email is not completely secure. Although We will do Our best to protect Your Personal Data upon receipt, we cannot guarantee the security of data while You are transmitting it to Our Platform; any such transmission is at Your own risk. Once We have received Your Personal Data, we will use strict procedures and security features to try to prevent unauthorized access.

10. Updates to this Privacy Notice:

This privacy notice may be updated periodically. We will update the date at the top of this privacy notice accordingly and encourage You to check for changes to this privacy notice, which will be available at Our office premises.

On some occasions, we may also actively advise You of specific data handling activities or significant changes to this privacy notice, as required by the applicable law.

11. Contact Us:

The Data Controller for Your Personal Data will be Us.

If You have any question about this privacy notice or wish to contact Us for any reason in relation to Our Personal Data processing, please contact Us at: TMBS-DPO@TechMahindra.com