



Privacy Policy for Personnel Marketing and the Application Procedure at the MHP India Private Limited

As a user and prospective candidate applying for a position at MHP India Private Limited (formerly known as Russo IT Solutions Private Limited (the "Company" its subsidiaries, associates, and affiliated Companies, also referred to as "MHP India", "us", "we") please be informed that:

Your personal data/information (any data by or in relation to which you may be identified) will be processed in accordance with **Applicable Data Protection Laws**, which shall mean and include Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 (SPDI Rules) enacted pursuant to the Information Technology Act, 2000 (IT Act), and the Digital Personal Data Protection Act of 2023. The purpose of this Data Privacy Notice ("Notice") is to make you aware of what personal data about you we collect and how it is used based on your consent.

If you have any questions or concerns about this Notice or your personal data, please contact us at MHPDataPrivacyIndia@mhp.com

1. Scope and Applicability:

This Notice is applicable to all individuals who have actively expressed interest in employment opportunities at MHP India, whether by applying, engaging with the recruitment team, or otherwise participating in the hiring process. The notice explains how MHP India collects, uses, and manages your personal data for purposes related to recruitment, including evaluating your suitability for a particular role.

2. Categories of Personal Data collected:

Personal data may be collected throughout the recruitment process and subsequent engagement, from various sources, including directly from you when you apply online or via email or in person, referrals from your contacts professionally linked to MHP India, and from third-party entities like recruitment agencies and background screening providers, as well as publicly accessible platforms such as professional networking platforms to the extent permitted by applicable law. In the context of recruitment, the following categories of personal data are generally collected and processed:

- a) Full name, residential and/or business address, personal and/or professional telephone number, personal and/or work email address, along with other relevant contact information.
- b) Information related to the competencies, skills, language proficiencies, professional background, and educational qualifications (as outlined in your CV or resume, including prior employment history, academic credentials, certifications, etc.), as well as references.

- c) Assessment data as required based on internal processes involving completion of assessments essential for evaluating the suitability for a specific position. In these instances, interview notes, written tests, and assessment results will be maintained.
- d) Preferences pertaining to the job opportunity, such as desired employment location and areas of professional interest to check the suitability for the specific role and its associated work location.
- e) User identification details, such as usernames and other such information used to verify your identity with our internal software tools/online platform.
- f) Other information, such as information found from public sources (which is excluded from the purview of Applicable Data Protection Laws) as well as information related to reference checks that may be carried out by us directly or indirectly, depending on the position you are applying for, and where deemed necessary for the recruitment activities.
- g) Additionally, once you are shortlisted, we may request further information such as identity proof, compensation expectations, current remunerations details, family details, and other relevant information.
- h) As part of the background screening, educational, employment, criminal record checks, judicial records check, and social media screening may be conducted (only when and to the extent permitted by Applicable Data Protection Laws).
- i) In specific instances, we may collect your bank account information and supporting documentation, including receipts, to facilitate reimbursement of interview-related expenses, if applicable.
- j) In certain circumstances, we may request/receive information regarding your health, including any disability status/accessibility needs, to facilitate suitable arrangements for the interview process.
- k) We may request you to obtain a certificate from the local police station having jurisdiction certifying that there are no pending FIRs or charges registered against you.

3. Purpose of Processing:

Your personal data/information is processed to facilitate the performance of an employment contract or to perform necessary pre-contractual actions at your request within MHP India's recruitment activities. This includes managing your account registration and application management, assessing your fit for role indicated, contacting you regarding job opportunities, conducting interviews and evaluations, verifying your data through background checks, and maintaining records to meet audit and legal requirements.

4. Legal Basis for Processing:

The legal basis for processing your personal information encompasses specific consent provided by you during the application process which serves as the foundation for collecting and utilizing your data. Processing your information is also essential to perform recruitment and employment-related functions, including assessing your fit for available positions. We process your data to fulfil the obligations under applicable laws and regulations.

5. Security:

To protect your personal data, MHP India has implemented required security measures, limiting access to authorized personnel in accordance with applicable laws and regulations.

6. Data Sharing and Transfers:

Your personal information may be shared with authorized data recipients in connection with recruitment and associated activities. These may include internal HR and recruitment teams, interview panel members, background verification agencies, travel and immigration vendors, and authorized third-party service providers, internal or external auditors, Government authorities (if applicable), and other recipients.

MHP India may transfer your personal data to other countries where the company or its affiliates operate for business and administrative purposes. These transfers may include intra-group data sharing, access to centralized data centres, or sharing with third-party vendors, and are conducted solely for the purposes outlined in this notice. Personal data may be hosted in secure databases across jurisdictions and is accessible only to authorized personnel for business use. All such transfers are made in accordance with applicable laws, and MHP India ensures that appropriate data protection measures are undertaken.

7. Data Retention:

Your personal information will be retained if it is required to serve the purpose for which it was collected, primarily to allow us to contact you about potential future employment opportunities. Your personal information that is no longer required to be retained in accordance with the applicable laws and business requirements will be disposed of in a secure manner. You can choose to opt out by writing to us at MHPDataPrivacyIndia@mhp.com, for discontinuation of your data processing activities.

8. Your Rights:

You can request for a summary of your personal data, and request to have your data corrected or amended to the extent it is found inaccurate or deficient. You can withdraw your consent provided to us at any time by contacting us at MHPDataPrivacyIndia@mhp.com

9. Acknowledgement and Consent

By clicking the button, you acknowledge that you have read and understood this Notice and give my consent to the collection and processing of your personal data as described.

10. Latest version

The most current version of this Privacy Policy applies. Status as of 18.09.2025
