

Recruitment and Talent Acquisition Privacy Notice:

This Recruitment and Talent Acquisition Privacy Notice (Hereinafter referred to as “this Privacy Notice”) covers the data privacy information related to TCIL's recruitment and hiring process.

TCIL respects your privacy and takes your Personal Information protection seriously. This Privacy Notice outlines how TCIL processes your personal information in the recruitment and hiring process. This Privacy Notice applies to job applicant(s)/candidate(s) of TCIL, its subsidiaries and divisions.

By accessing our Career Portal and/or submitting your application in Career Portal, you authorize TCIL to store and process your Personal Information subject to the terms of this Privacy Notice and Privacy Policy of TCIL, while your application is assessed or and otherwise as set out above. If you do not consent to your Personal Information being used as set out in this Privacy Notice, do not access our Career Portal or submit your application through Career Portal.

1. What Personal Information Do We Process During Recruitment and Hiring Purpose?

We will process Personal Information for Recruitment and Hiring Purpose:

a) Personal information you provide may include:

- Your name, parent/spouse name, age, language preferences, permanent and temporary address, email address, phone number(s), educational background, work experience, resume, information about your nationality, citizenship etc.
- Whether you are subject to any agreement or are otherwise subject to any restriction with your current or former employers;
- Whether you have previously worked with any TCIL Group Companies
- Whether you require any accommodations or adjustments.
- We may ask you additional information for your background verification before or any time after your recruitment.
- Subject to applicable law, we may request you to disclose your disability, ethnicity, gender, race and religion to support TCIL's diversity and inclusion efforts.

b) Additionally, we may process:

- Any reference provided by you.
- Feedback, notes and analysis made by the interviewer about you during the interview process
- In case of online interview, we may store the recordings of the online interview
- Your photographs provided by you, or
- Any other information/ document shared by you

Transport Corporation of India Ltd, TCI House, 69 Institutional Area, Sector-32, Gurgaon-122001 (Haryana) India

Phone: 0124-2381603-07, Fax: 0124-2381611, Website: www.tcil.com

2. What is the Purpose of Processing of Your Personal Information?

We may process the Personal Information in response to your job application or any expression of interest in job opportunity with TCIL, its subsidiaries, divisions to evaluate your qualifications and suitability for the positions we have available. This includes reviewing your application, conducting interviews and assessments, and verifying your documents and references. We may also process your Personal Information to inform you about the career opportunities with TCIL. We may also process your Personal Information to comply with applicable laws and legal requirements.

3. With Whom Do We Share Your Personal Data?

Your information may be accessed by and shared with limited members of recruitment team of TCIL Group and recruitment partners who are involved in the recruitment process on a need-to-know basis, your potential future supervisor, as relevant and necessary for your application for the role you are being considered for.

If required, we may conduct your background verifications prior to or any time after commencing employment with us. These verifications will be performed by our third party partners. While doing so, we may share your Personal Information with such third party partners. Whenever, we permit a third party to access Personal Information, we will make sure the information is used in a manner consistent with this Privacy Notice, Privacy Policy of TCIL and such third party is contractually obligated to safeguard your Personal Information.

We may share your Personal Information, if required to be disclosed by valid order/direction of any government agency or by a proper court of competent jurisdiction

4. How Long Do We Retain Your Personal Data?

If TCIL offers you employment and you accept the offer of employment, the personal information collected during your pre-employment period may become part of your employment record maintained by TCIL and such records to be retained throughout your employment with TCIL. TCIL may retain a copy of your personal information even after your cessation of the employment of TCIL to comply with the statutory and regulatory requirement.

If TCIL does not employ you, TCIL will retain your personal information for a period of **6** months from the date of disclosure subject compliance of applicable laws, after which your personal information will be erased from the systems of TCIL.

5. How We Protect Your Personal Information?

TCIL has implemented adequate security measures to protect your Personal Information against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorized disclosure or access. However, TCIL will not be responsible for any loss, unauthorized access or any harm

caused to you, unless it is a direct and foreseeable consequence of negligence and non-compliance on the part of TCIL.

6. When you can withdraw your Consent?

At any time during the recruitment process, you may withdraw your consent for processing of your Personal Information. However, if you request us to delete or otherwise stop processing your Personal information, we may not be able to proceed with your application, as it may depend on the analysis of such Personal Information.

7. What Are Your Responsibilities?

You are responsible for the Personal Information that you have shared with TCIL. You must ensure that the information you have provided as part of your application are true and complete. You must promptly update any information you have provided as and when there are changes.

You understand that any misrepresentation or deliberate omission of fact may lead to termination of your employment or consideration for employment.

8. Amendment of this Privacy Notice:

We may update this policy from time to time. We will post any update to this policy on this page.

9. Miscellaneous

This Privacy Notice is supplementary to the Privacy Policy and Terms of Use provided in the website of TCIL. This Privacy Notice together with the Privacy Policy and Terms of Use shall be read and construed as one document. To the extent of any inconsistency between the terms of this Privacy Notice and the Privacy Policy or Terms of Use, this Privacy Notice shall prevail.

10. Whom to Contact to know more about this Privacy Notice

For any questions or concerns related to this Privacy Notice or to know more about your rights and obligations, you may contact the relevant HR personnel who may have been in contact with you.