

## PRIVACY POLICY

*(In compliance with SPDI Rules, 2011 and applicable provisions of Indian law)*

**Effective Date:** 18 March 2026

### 1. Introduction

Mekr Technologies Private Limited (“Company”, “we”, “us”, or “our”) is committed to protecting the privacy and security of personal information of its employees, prospective employees, and associated personnel. This Privacy Policy is issued in accordance with the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 under the Information Technology Act, 2000.

### 2. Scope

This Policy applies to all personal information and sensitive personal data or information (“SPDI”) collected, received, possessed, stored, dealt with, or handled by the Company in relation to employment and human resource management.

### 3. Information We Collect

#### a. Personal Information (for employment records):

- Name
- Date of birth
- Address
- Contact details (phone number, email)
- Educational and professional qualifications
- Identity and address proof (such as Aadhaar, PAN, etc.)

#### b. Sensitive Personal Data or Information (SPDI):

- Bank account details for salary processing
- Passwords (if access to company systems is provided)
- Biometric information (such as fingerprints or facial recognition) for attendance and access control

### 4. Purpose of Collection

The information collected is used strictly for legitimate employment-related purposes.

### 5. Consent

The Company obtains consent from employees and prospective employees for collection and processing of their personal information and SPDI.

## **6. Disclosure of Information**

Information may be disclosed to internal teams, banks, statutory authorities, or as required by law.

## **7. Data Security Practices**

The Company implements reasonable security practices to protect data.

## **8. Data Retention**

Data is retained as per legal requirements and business needs.

## **9. Rights of Employees**

Employees may review, correct, or withdraw consent (subject to limitations).

## **10. Grievance Officer**

Name: Sagar Sharma

Designation: Human Resources (HR)

Email: [hr@mekr.in](mailto:hr@mekr.in)

Grievances will be resolved within 1 month.

## **11. Changes to Policy**

The Company may update this Policy from time to time.

## **12. Contact**

Email: [hr@mekr.in](mailto:hr@mekr.in)

## **Declaration**

This Policy is issued by Mekar Technologies Private Limited.

For MEKR TECHNOLOGIES PVT LTD



Director