

PRIVACY NOTICE**Privacy Policy**

This privacy policy explains how Varmora Granito Private Limited (hereinafter referred to as “VGPL”, “we”, “us”, “our”) may collect, use, store, disclose or otherwise process your personal data including personal data provided when using our website – 'varmora.com' (Website) and describes the rights you have with respect to your personal data.

VGPL is committed to providing the highest level of protection regarding the processing of their employees', vendors', clients', and customers' personal data based on applicable data protection laws and regulations.

VGPL will first and foremost comply with local law where it exists.

Processing Personal Data

The only form of 'sensitive personal data or information' (as defined under the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011) collected by us from time to time are the bank account details of our employees, consultants and vendors.

The categories of 'personal information' (as defined under the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011) that we may collect from our employees, consultants, vendors, clients and/ or customers are

- Name, address, email address and other contact details.
- Copies of Aadhaar card, PAN card and any other alternate residence proof, if applicable.

VGPL may process your sensitive personal data and other types of personal information for legitimate, necessary and legally compliant purposes including but not limited to: Processing applications for products and services;

- Monitoring and improving our website and its content;
- Sending you information about our products and services for marketing purposes and promotions;
- Complying with applicable local or foreign law, regulation, policy, voluntary codes, directive, judgement or court order, as well as any contractual obligation pursuant to agreements between VGPL and any authority, regulator or enforcement agency or body or any request coming from said entities.
- Establishing, exercising or defending legal rights in connection with legal proceedings (including any prospective legal proceedings) and seeking professional or legal advice in relation to such legal proceedings.
- To provide and extend various contractual and statutory benefits/ actions related to the employees and consultants such as remuneration and any other form of compensation or reimbursements; carrying out disciplinary actions, investigations, enquiries or proceedings;

to provide employees and consultants with entitlements, benefits and/or privileges, including any health and medical benefits, leave entitlements, and bonuses etc.

- To provide payments to the various vendors, suppliers, clients, customers, employees and consultants from time to time pursuant to contractual obligations of VGPL.
- To evaluate the candidature of prospective employees and consultants for prospective career opportunities with VGPL.
- To process various requests (such as replying to the queries or complaints).
- Performance of the contracts/agreements executed by VGPL.
- Compliance with applicable legal or regulatory obligations or pursuant to VGPL's legitimate interests.
- To provide our customers and clients with adequate and quality products and services and to prevent against any excessive risk to any of our stakeholders or contracting parties.

Where providing the data is optional, and you choose not to share personal data, features like personalisation that requires such data, may not work for you.

Any sensitive personal data or personal information collected by VGPL will be retained or stored by VGPL in its records, physically and/ or electronically.

As our employee or consultant, you may also choose to provide your Aadhaar information for verification purposes. Please note that for verification purposes, providing Aadhaar information is purely voluntary for you, and you may provide any other government issued/ certified identification documents evidencing your personal details including your proof of residence such as a driver's licence, passport, electricity bill, registered rent agreement etc.

Access to Personal Data

Your personal data processed by VGPL including your sensitive personal data (if any) will only be accessible to a limited list of recipients on a strictly need-to-know basis, such as, (i) for employees and consultants, the head of the human resource department, and (ii) for other stakeholders and contracting parties such as clients, customers, vendors and suppliers, the chief accountant, or as otherwise required by applicable law.

Our privacy policy does not apply to third-party websites where our online advertisements are displayed, nor to linked third-party websites which we do not operate or control.

To the extent permitted by applicable law, VGPL may record and monitor your communications with VGPL to ensure compliance with our legal and regulatory obligations and our internal policies.

Retention of Personal Information

Your personal data processed by VGPL is kept in a form which permits your identification for no longer than is necessary for the purposes for which the personal data are processed in line with legal, regulatory, or statutory obligations.

At the expiry of such periods, your personal data will be deleted or archived to comply with legal retention obligations or in accordance with applicable statutory limitation periods.

How to access and control your personal data?

Subject to applicable law, regulations and/or industry guidelines, you may have the right to invoke a data subject right in relation to your sensitive personal data or information being processed by VGPL. These rights include the right to access, rectification, review, correct/ modify, erasure, restriction of the processing, data portability, and otherwise object to the processing of your personal data.

VGPL may be allowed by law, in particular in case of excessive or manifestly unfounded request, to charge a fee for fulfilling your request, subject to applicable conditions.

VGPL shall provide information on action taken on a request pertaining to your data subject rights without undue delay and in any event within one month of receipt of the request.

To invoke your data subject rights, please send an email to the Grievance Officer (for contact details refer to the last section of our privacy policy).

Security

The security and confidentiality of your personal data including your sensitive personal data is important to us and VGPL has invested significant resources to protect and safekeep the confidentiality of your personal data.

Changes to this Privacy Policy

VGPL may in its absolute discretion update this policy from time to time. We may not be able to separately notify you of the revisions each time that we make them. We encourage you to check this page periodically for modifications or revisions to our privacy policy to understand how it affects the use of your personal information. We will not be responsible for your failure to remain informed about such changes.

Who to Contact

If you have any questions regarding this privacy policy or the protection of your personal data, you may address them to our Grievance Officer whose name and contact details are as follows:

Name: [Chandu Bhai Patel]

Email Address: [chandresh@varmora.com]

Phone Number: [93772-22222]



On behalf of Varmora Granito Pvt. Ltd.

Authorised Signature