

## Privacy Statement

### 1. Introduction

This Privacy Notice applies to the processing of personal data by J2D Technologies Private Limited (“J2D”, “we”, “us”, or “our”), a company headquartered in Bangalore, Karnataka, India. This privacy notice is prepared in accordance with the Information Technology Act, 2000 and the Digital Personal Data Protection (DPDP) Act, 2023.

This notice applies when you visit our website, interact with our mobile applications, subscribe to our services, enroll in our training programs, engage with our outsourcing services, or when we process the personal data of individuals working for companies with which we do (or intend to do) business.

Your privacy is important to us. We are committed to ensuring that any personal data shared with us is handled in a secure, lawful, and transparent manner. This document explains the types of personal data we collect, the purposes of processing, how we use and share your data, and your rights as a data subject.

### 2. About J2D Technologies

J2D Technologies Private Limited operates through two main divisions:

- **Software Training Division:** Provides comprehensive IT and software-related training to individuals and corporate clients. This includes technical skills development, certification programs, career counseling, and placement assistance.
- **Outsourcing Division:** Offers services in recruitment and selection, IT staffing, payroll management, secondment, mediation, temporary employment, and project-based personnel deployment.

We are the controller of personal data under applicable laws. In some cases, we may act as a joint controller with our clients or partners. For any concerns or inquiries, please contact us at [devipriya@j2dtechnologies.co.in](mailto:devipriya@j2dtechnologies.co.in).

### 3. Website Visitors

When you visit our website, we may collect certain data about your device and browsing behavior. This includes information such as your IP address, browser type, screen resolution, operating system version, preferred language, the date and time of your visit, the pages accessed, the source of your visit (referral link), and the parts of the website you interact with.

We collect this data through cookies and similar technologies. Cookies are small text files placed on your device to remember your preferences and improve user

experience. These cookies help us understand how users navigate our website, determine your interests, and optimize our content delivery.

If you choose to download reports, whitepapers, or subscribe to our newsletters or alerts, we may ask for your name, email address, job title, and company. This data allows us to personalize your experience and send you relevant content.

#### **4. What Personal Data Do We Collect?**

We collect various types of personal data depending on your interaction with us. This includes:

- Identification details: Full name, contact number, email address, physical address, date of birth, gender.
- Professional background: Resume, work history, skills, experience, educational background, certifications.
- Government-issued IDs: PAN, Aadhaar, passport, driving license, employment ID.
- Compensation details: Salary, bonus, benefits, and payroll data.
- Technical details: IP address, device ID, browser and OS versions, geolocation (country), language preference.
- Website usage behavior: Pages viewed, content downloaded, links clicked, materials uploaded or submitted.
- Visitor details: Security-related information, vehicle number, visitor logs, health declarations (if required).
- Multimedia: Photographs or videos taken during events, training sessions, or meetings.
- Special categories (when necessary): Health-related information, ethnic origin, trade union membership (in compliance with laws).

#### **5. Why Do We Need Your Personal Data?**

We process your personal data for the following purposes:

- To provide our services: This includes matching you with suitable job opportunities, delivering training programs, managing assessments, issuing certifications, and conducting interviews.
- Communication: To share newsletters, updates, alerts, reports, and marketing content (with your consent).
- System performance and security: Managing our website and IT systems, diagnosing technical issues, and safeguarding against fraud.
- Compliance: Meeting obligations under labor, tax, and social security laws, including equal opportunity regulations.
- Background checks: To verify employment eligibility, perform criminal and credit checks, and validate identities when required.
- Analytics: Improving our platforms, services, and marketing strategies based on user interaction and feedback.

- Legal obligations: Assisting with investigations, handling disputes, and complying with judicial or regulatory authorities.

## 6. Sharing of Personal Data

Your personal data may be shared with:

- Internal teams and group companies within J2D.
- Third-party service providers who help us operate our business, such as IT providers, payroll processors, and background screening agencies.
- Clients and hiring managers (only for candidates and contractors, with consent).
- Government bodies or law enforcement agencies if legally required.

All third parties are bound by confidentiality obligations and data protection agreements as per the IT Act and DPDP Act, 2023.

## 7. Data Retention

We retain your personal data for as long as necessary to fulfill the purposes outlined in this privacy notice:

- Training candidates: 3 years from your last training engagement.
- Outsourcing employees and contractors: 5 years from the end of assignment.
- Payroll and financial records: 7 years to meet legal and accounting obligations.
- Business contacts: Until the relationship ends or upon written request to delete.
- In case of disputes: Until resolution or the end of legal obligation.

## 8. Client Data

If you work for or represent a company that engages with J2D Technologies, we may collect and process your personal data to facilitate business operations.

Types of data collected:

- Name, contact number, professional email address
- Job title, department, and business location
- Communication logs, event attendance, and survey responses
- Visitor data when accessing our premises (e.g., vehicle number, health declarations)

Purpose of processing:

- Managing commercial relationships and contracts
- Client service delivery, support, and billing
- Invitations to events or training programs
- Security, compliance, audits, and dispute resolution

- Business development and feedback collection

## 9. Your Rights

As a data subject under the Information Technology Act and Digital Personal Data Protection Act, 2003, you have the following rights:

- Right to access – You can request a copy of the personal data we hold about you.
- Right to rectification – You can request correction of inaccurate or incomplete data.
- Right to withdraw consent – You may revoke previously given consent at any time.
- Right to erasure – You can request deletion of your data, subject to legal and contractual obligations.
- Right to object – You can object to specific processing activities based on legitimate interests.
- Right to file a complaint – You may contact the Data Protection Officer or relevant authority.

To exercise your rights, contact us at: [jagadeeshreddy@j2dtechnologies.co.in](mailto:jagadeeshreddy@j2dtechnologies.co.in)

## 10. Jurisdiction and Updates

This privacy notice is governed by the laws of India and interpreted under the jurisdiction of courts located in Bangalore, Karnataka.

We may update this Privacy Notice periodically to reflect changes in regulatory requirements, technology, or our services. Any such updates will be posted on our website and will take effect upon publication.