

## AMPLE PARKS DATA PRIVACY NOTICE

This Privacy Notice explains how Ample Parks manages the collection and processing of your personal information. We encourage you to read this policy before using this site as your use of the site signifies that you agree with all the terms of this policy, which may be updated by us from time to time.

### Who is this privacy notice aimed at?

All individuals whose personal data is being directly processed by Ample Parks (also referred to as “the company”). This includes job applicants, contractors and any other individual who has entrusted Ample Parks with their personal information in the normal course of business.

### What data does Ample Parks process?

Ample Parks processes, personal data as defined by the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011. This notice talks about the treatment of :

- ❖ Personal/private information of individuals
- ❖ Sensitive personal data or information

Definitions used in this notice:

- ❖ "Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.
- ❖ "Sensitive personal data or information" of a person means such personal information which consists of information relating to:
  - Password
  - Financial information such as Bank account or credit card or debit card or other payment instrument details;
  - Physical, physiological and mental health condition;
  - Sexual orientation;
  - Medical records and history;
  - Biometric information;
  - Provided that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for these purposes.

### Through this Privacy Notice, Ample Parks attests that:

All personal information and Sensitive personal information (“personal data”) shall be collected and processed for the relevant lawful purposes connected with various processes and activities of the company including receiving applications to active employment vacancies and/or to help determine the eligibility of the job applicants for the open positions individuals have shown interest in and/or to enable the company to verify submitted credentials of job applicants. Information may also be used to maintain records as per internal/legal/regulatory requirements.

### **Sharing of Information:**

Ample Parks shall not share personal data with any external organisation. In case a particular service needs to be outsourced, Ample Parks will ensure the service provider will treat the personal data with the same level of protection as afforded by the company and will execute a contract to that effect. The company will ensure the contracted service provider follows all applicable laws satisfactorily.

The Company may also share personal data without obtaining an individual's prior written consent, with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences, or where disclosure is necessary for compliance of a legal obligation. Any information may be required to be disclosed to any third party by the company by an order under the law for the time being in force.

By applying to an advertised role, applicants agree to the transfer of their personal data outside India to any global Ample Parks group entity for further processing if necessary and in accordance with the law. Ample Parks will ensure that personal data is safeguarded with the same level of controls as applicable to Ample Parks in India.

### **Data Retention:**

The company retains an individual's personal data for as long as is necessary for the purposes described above. Typically, the company retains personal data to:

- ❖ fulfil its business requirements;
- ❖ to comply with legal and regulatory requirements; or
- ❖ for any legal matters.

### **Security**

The company takes precautions to keep individuals personal data secure, including safeguards against unauthorised access, use, or data loss. This includes ensuring the staff, partners and any third parties who perform work on the company's behalf comply with robust security standards as part of their contractual obligations. We maintain the security and protection of any data we hold.

### **Accuracy**

The accuracy and security of User Information is important to us. If you connect with us for correction for your User Information, we will attempt to correct such inaccuracies in a timely manner. We are concerned with the security of the User Information and are committed to taking reasonable steps to protect it from unauthorized access and use of that personal information. To that end, we put in place appropriate physical, electronic and managerial policies and procedures to secure your personal User Information.

### **Cookies**

Our website can use "cookies". A cookie is a small data file that a web site can transfer to a visitor's hard drive to keep records of the visits to such site. A cookie contains information such as your username and password that helps us recognize the pages you have visited and improve future visits, but the only personal information a cookie can contain is the information that you provide yourself. A cookie cannot read data of your hard drive or read cookie files created by other sites. Information stored in cookies may be encrypted, however, we do not store your credit card number in cookies. If you prefer not to accept a cookie, you can set your web browser to warn you before accepting cookies or you can refuse all cookies by turning them off in your web browser. You can still access most of the features on our web

site even without accepting a cookie.

This website may contain links to other websites. Please be aware the Ample Parks Group is not responsible for the privacy practices or content of other such sites and accordingly assumes no responsibility whatsoever in respect of such web sites.

We will not be responsible or liable for any damages, losses or causes of action arising out of or in connection with the disclosure of your personally identifiable information.

### **Contact Us**

If you have any discrepancies, grievances or need clarification regarding this Privacy Notice or on the use of your personal data, please contact us @ [compliance@ampleparks.com](mailto:compliance@ampleparks.com)

This notice was last updated in August 2023. Ample Parks reserves the right to amend and update this notice at their discretion without any intimation.