

Candidate Privacy Notice

Effective Date: 01 September 2026

Version: 1.0

At **SciTech Patent Art Services Pvt Ltd**, we respect the privacy of individuals who apply for employment opportunities with us. This Candidate Privacy Notice explains how we collect, use, store, share and otherwise process personal data submitted by candidates during the recruitment and selection process.

By submitting an application through our careers website, you acknowledge that you have read this Notice and, where consent is required, provide your consent to the processing of your personal data as described below.

1. Who We Are

Data Fiduciary: SciTech Patent Art Services Private Limited

Registered Office: SciTech Patent Art Services Pvt Ltd.

Plot No.17&22, TSIC Tech Park,

Road No.12, IDA Nacharam,

Hyderabad-500076,Telangana,India.

E: info@patent-art.com | P: +1 224-944-7705

Website: <https://www.patent-art.com/>

Privacy Contact: info@patent-art.com

For the purposes of applicable data protection laws, including the Digital Personal Data Protection Act, 2023 (DPDP Act), SciTech Patent Art acts as the Data Fiduciary in relation to the personal data collected from candidates during the recruitment process, where applicable.

2. Personal Data We May Collect

Depending on the position and recruitment process, we may collect the following categories of personal data:

Identity and Contact Information

- Full name
- Email address
- Mobile/telephone number
- Current location/address
- Date of birth, where required for a specific employment-related purpose

Education and Professional Information

- Educational qualifications
- Employment history
- Job title/designation
- Professional experience
- Skills and technical competencies
- Certifications and professional qualifications
- Resume/CV
- Portfolio or professional profile information voluntarily provided by you

Recruitment Information

- Position applied for
- Preferred location
- Notice period
- Expected compensation, where applicable
- Interview and assessment information
- Recruitment-related correspondence
- Information provided during interviews, assessments and discussions

Other Information

We may collect other personal data where it is reasonably necessary for a specific recruitment, employment, legal or compliance purpose.

We request candidates **not to provide sensitive or unnecessary personal information** in their resume, application or other communications unless specifically requested by SciTech Patent Art Services Pvt Ltd for a legitimate purpose.

3. How We Collect Personal Data

We may collect candidate personal data through:

- Our careers/recruitment website
- Online application forms
- Email correspondence
- Recruitment agencies or consultants

- Employee referrals
- Job portals
- Interviews and assessments
- Other recruitment channels through which you voluntarily provide your information

Where personal data is received from a third party, we may process such information for recruitment-related purposes in accordance with applicable law.

4. Why We Process Your Personal Data

We may process your personal data for the following purposes:

1. To receive and process your employment application.
2. To assess your qualifications, skills, experience and suitability for the position.
3. To communicate with you regarding your application, interviews, assessments and recruitment status.
4. To schedule and conduct interviews and assessments.
5. To verify information provided by you, where applicable and legally permissible.
6. To conduct background verification where required for the position and permitted by applicable law.
7. To prepare and manage recruitment records.
8. To protect the security and integrity of our recruitment systems.
9. To comply with applicable legal, regulatory and contractual requirements.
10. To address queries, complaints, disputes or legal matters relating to the recruitment process.
11. Where separately consented to by you, to consider your profile for other suitable current or future employment opportunities.

We will seek to process only the personal data that is reasonably necessary for the relevant purpose.

5. Your Consent

Where processing of your personal data is based on consent, we will obtain your consent through a clear affirmative action.

Your consent will be associated with the specific purpose for which it was obtained.

You may withdraw consent at any time by contacting us using the details provided in this Notice. Withdrawal of consent will not affect the lawfulness of processing carried out before the withdrawal.

Please note that withdrawing consent may affect our ability to continue processing your application or providing certain recruitment-related services where such processing depends on your consent.

6. Voluntary Consent for Future Employment Opportunities

If you separately provide your consent, we may retain your candidate profile and contact you about other employment opportunities that may be relevant to your qualifications, experience and skills.

This consent is **optional** and is not required to apply for the position for which you are currently submitting your application.

You may withdraw this consent at any time.

7. Sharing of Personal Data

Your personal data may be accessed by authorised personnel within SciTech Patent Art Services Pvt Ltd, including members of:

- Human Resources
- Recruitment
- Management
- Relevant hiring/functional teams
- Information Technology
- Legal/Compliance, where required

Where necessary for recruitment-related activities, we may also engage third-party service providers such as:

- Recruitment agencies
- Background verification providers
- Assessment providers
- HR/recruitment software providers
- Cloud and technology service providers
- Other service providers supporting our recruitment process

Such access or processing will be limited to the relevant purposes and subject to applicable contractual, security and data protection requirements.

We may also disclose personal data where required or permitted by applicable law, regulation, legal process or governmental authority.

8. Cross-Border Processing

Where our recruitment systems, service providers or technology infrastructure involve processing of personal data outside India, such processing will be undertaken in accordance with applicable requirements of the DPDP Act, applicable rules and other relevant laws.

9. Data Security

We take reasonable security safeguards to protect candidate personal data against unauthorised access, disclosure, alteration, loss, misuse or destruction.

Access to candidate information is restricted to authorised personnel and service providers who require access for legitimate recruitment or related purposes.

However, no method of electronic storage or transmission can be guaranteed to be completely secure.

10. Data Retention

We retain candidate personal data only for as long as reasonably necessary for the purposes for which it was collected, including recruitment, related administrative purposes, legal or compliance requirements, and handling of potential disputes.

For candidates who are not selected, personal data may be retained for a defined period in accordance with our internal recruitment data retention policy.

Where you have separately consented to consideration for future employment opportunities, your profile may be retained for the period specified in our applicable retention policy or until you withdraw that consent, subject to applicable law.

When personal data is no longer required, we will take appropriate steps to securely delete, anonymise or otherwise dispose of it in accordance with our retention requirements.

Company-approved retention period: Candidate records are normally retained for 6 months after closure of the recruitment process.

11. Your Rights

Subject to applicable law and the conditions prescribed under the DPDP Act and applicable rules, you may have rights in relation to your personal data, including the right to:

- Obtain information about the processing of your personal data;

- Request correction or updating of inaccurate or incomplete personal data;
- Request deletion of personal data where applicable;
- Withdraw consent where processing is based on consent;
- Raise a grievance regarding the processing of your personal data; and
- Nominate another individual to exercise your rights in accordance with applicable law.

Requests may be submitted using the contact details provided below.

12. Withdrawal of Consent

You may withdraw consent by contacting:

Email: info@patent-art.com

Address: SciTech Patent Art Services Pvt Ltd.

Plot No.17&22, TSIIIC Tech Park,

Road No.12, IDA Nacharam,

Hyderabad-500076,Telangana,India.

E: info@patent-art.com | P: +1 224-944-7705

We will process your request in accordance with applicable law.

Where withdrawal of consent means that we can no longer process personal data necessary for a particular recruitment purpose, we may be unable to continue the relevant recruitment activity.

13. Grievances and Queries

If you have any questions, concerns or grievances regarding the processing of your personal data, please contact:

Privacy/Grievance Contact

SciTech Patent Art Services Pvt Ltd

info@patent-art.com

SciTech Patent Art Services Pvt Ltd.

Plot No.17&22, TSIIIC Tech Park,

Road No.12, IDA Nacharam,

Hyderabad-500076,Telangana,India.

E: info@patent-art.com | P: +1 224-944-7705

We will review and address your request in accordance with applicable law and our internal grievance-handling procedures.

14. Changes to This Notice

We may update this Candidate Privacy Notice from time to time to reflect changes in our recruitment practices, technology, applicable laws or regulatory requirements.

The latest version will be made available on our careers website, together with the applicable effective date and version number.

15. Candidate Acknowledgement

Before submitting your application, please read this Candidate Privacy Notice and the applicable Privacy Policy carefully.

By selecting the applicable consent checkbox and submitting your application, you confirm that you have been provided with the relevant information regarding the processing of your personal data and, where consent is the applicable legal basis, provide your consent for the stated purpose.

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