



## Privacy Agreement for Aditya Birla



### Terms of Use and Privacy Agreement

Aditya Birla Group is committed to providing a safe and healthy workplace and to promote the health and wellbeing of its employees. By completing this online form, you are authorizing Aditya Birla to use this data in the recruiting, application, and selection processes. The information collected will be accessible to all Aditya Birla employees relevant to such processes.

You are advised to carefully read these Terms of Use before using this website. Your access to and use of this website and application for a job at Aditya Birla are conditioned on your acceptance and compliance with these terms.

Your decision to enter the application process indicates you understand and agree with the following:

- The information you are submitting is complete and accurate.
- You are aware that providing false information during the application process may lead to my rejection or termination.
- You may be required to produce original documents that verify employment eligibility and identification.

If you do not accept these terms, you should leave the website and not submit any information through this website.

Any relevant misrepresentation or false statements made by you in your online application may be sufficient cause for: (1) disqualification from consideration for employment with Aditya Birla; or (2) termination from employment should such relevant misrepresentation or false statement affect the basis of the employment relationship, as permitted by law.

The information you submit will be accessible only by the Aditya Birla personnel involved in the job application and recruitment processes. **BY TRANSMITTING INFORMATION TO Aditya Birla VIA THIS WEBSITE, YOU EXPLICITLY CONSENT, UNDERSTAND AND AGREE THAT ADITYA BIRLA MAY USE THAT INFORMATION FOR JOB APPLICATION, HUMAN RESOURCES ANALYSIS, AND EMPLOYMENT PURPOSES.**



## **Privacy Agreement for Aditya Birla**



By submitting your personal data in Taleo system you are expecting it to be transferred among Aditya Birla entities and contracted parties. The data will be used to:

- Assess qualifications and personal experience to determine if it meets specific job requirements.
- Help inform candidates of future job openings at affiliate companies of Aditya Birla.

Click link to read our detailed PRIVACY AGREEMENT.

### **PRIVACY AGREEMENT**

- i. The term "Aditya Birla" in these Terms of Use includes Aditya Birla Company and its affiliates around the world.
- ii. The term "information" also includes "personal data" submitted by you through the website. Responses to questions requesting personal data are voluntary if there are no legal requirements.

Aditya Birla Group respects concerns about privacy, and this Privacy Agreement applies to the information submitted to us through this website. Your application and information submitted while using this website will be held in confidence and only be used by Aditya Birla for job application purposes, human resources analysis, and employment purposes. Aditya Birla uses Personal Information submitted to the career website to process applications for employment and to assess qualifications and experience of applicants meeting job requirements.

### **Access to Personal Information**

We inform you that you have the right of access to your data and the right to rectify these data. At any time, you may review, correct and update the personal information that you provide to us on the site by clicking the "Access My Profile" link on the Job Search site pages. Accept the Terms of Use and Privacy Statement, then log in using your user name and password.

**“Personal Information”** means information submitted through Career website that identifies you or is identifiable to you. By completing this online form, you



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consent to Aditya Birla's Privacy policy detailed in the document and to the transfer of the Personal Information you submit, including to countries other than your country of residence or the country where the job you applied is based. Personal Information will be placed in an international database maintained by a third party, Taleo Corporation, which is subject to confidentiality obligations to Aditya Birla Group. The personal information will be accessible only to Aditya Birla employees and contractors responsible for processing applications through the Career website and related human resources and business functions and third party contractors who may process the Personal Information as a part of employment process. We do not sell, rent, trade or otherwise disclose Personal Information. The term "Aditya Birla" in these Terms of Use includes Aditya Birla Companies and its affiliates around the world.

The information provided by you may be shared among Aditya Birla affiliated entities, and we also may share the information with service providers we have retained to perform services on our behalf (for example, Taleo Corporation), vendors hired to provide employment verification services for Aditya Birla or Aditya Birla human resource services providers, but always under conditions of confidentiality. These service providers are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements. In addition, we may disclose information about you if we are required to do so by law or pursuant to legal process, in response to a request from law enforcement authorities or other government officials, or when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity. The following activities are considered part of the Recruitment and Selection Process.

- Circulating the information to various Aditya Birla managers and supervisors;
- Using this information to evaluate you as a candidate for a position with Aditya Birla;
- Disclosing the information to Aditya Birla managers or supervisors who may have a position for which you appear to be qualified. This includes possible disclosure to Aditya Birla managers or supervisors of Aditya Birla and its affiliates and subsidiaries globally;



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- The transmission and storage of your information to a secure data center in the US, managed by an application service provider chosen by Aditya Birla;
- If a job offer is extended, your information may also be shared with an Aditya Birla vendor assisting in the hiring process.
- Using the information to comply with applicant and workforce reporting requirements as mandated by law
- Retaining this information for no longer than five (5) years after your most recent update so that Aditya Birla may contact you about future job openings for which you may be qualified. **Note that once you submit your information, it will be retained in accordance with applicable legal and regulatory requirements.** Regulatory requirements exist in some countries requiring the retention of data for a specified period if an individual has been under consideration for a particular opening.
- If at any time you want Aditya Birla to stop contacting you about possible job openings, please inform [abg-careers.taleo@adityabirla.com](mailto:abg-careers.taleo@adityabirla.com)
- In the event that any personal information that you provide us should change, it is your responsibility to notify Aditya Birla accordingly.

We maintain administrative, technical and physical safeguards for the Career Site designed to protect against loss, misuse or unauthorized access, disclosure, alteration or destruction of Personal Information. We may transfer Personal Information to other countries where we do business, which may not have the same data protection laws as the country in which you reside. We reserve the right to transfer any information we have about you in the event we sell or transfer all or a portion of our business or assets. Should such a sale or transfer occur, we will use reasonable efforts to try to require that the transferee use Personal Information you have provided in a manner that is consistent with this Privacy Notice.

If you do not consent to the transfer of Personal Information outside your country of residence or otherwise do not agree to the foregoing you should not submit your Personal Information through the Career Site, and you may apply for listed positions by contacting the Aditya Birla Human Resources office for the facility applicable to the listed job. You may update, correct or modify your candidate profile and/or job application submitted within the last 36 months, or a



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shorter period if required by law, by emailing [abg-careers.taleo@adityabirla.com](mailto:abg-careers.taleo@adityabirla.com). At any time, you may request deletion of the Personal Information you submit through the Career Site by emailing [abg-careers.taleo@adityabirla.com](mailto:abg-careers.taleo@adityabirla.com). If you have any questions about this Notice, you may contact us at [abg-careers.taleo@adityabirla.com](mailto:abg-careers.taleo@adityabirla.com). By continuing to use the Career Site, you agree to this Privacy Policy which you understand may be modified at our discretion by posting such revisions on the Career Site, which you should review periodically for changes. As used in this Privacy Notice, "we," "our," "us," and "Aditya Birla" means all affiliate companies of Aditya Birla and its worldwide subsidiaries.

### **Information Sent to Aditya Birla by Your Web Browser**

Aditya Birla may collect information that is sent to us automatically by your web browser. This information typically includes the IP address of your Internet service provider, the name of your operating system (such as Windows® or Macintosh®) and name and versions of your browser (such as Internet Explorer® and Netscape®). The information we receive depends on the setting on your web browser. Please check your browser if you want to view what information your browser sends or how to change your settings.

### **Information Collected by Placing a "Cookie" On Your Computer**

Aditya Birla may obtain information about you by installing a "tag" on your computer's hard drive. This tag is known as a "cookie."

This website uses "session cookies." A session cookie is used to tag your computer with a computer-generated, unique identifier when you access our site. A session cookie does not identify you personally and expires after you close your browser. We use session cookies to collect statistical information about the ways visitors use our site. We analyze this information (known as "clickstream data") in statistical form to better understand our visitors' interests and needs to improve the content and functionality of the site.

If you do not wish to receive cookies, you may set your browser to reject cookies or to alert you when a cookie is placed on your computer. Although you are not required to accept cookies when you visit this site, you may be unable to use all of the functionality of the site if your browser rejects our cookies.



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### **Disclaimer**

Aditya Birla will use reasonable efforts to include up-to-date and accurate information on this website, but to the extent permitted by law makes NO REPRESENTATIONS, WARRANTIES, OR ASSURANCES AS TO THE ACCURACY, CURRENCY, OR COMPLETENESS OF THE INFORMATION PROVIDED. ADITYA BIRLA WILL NOT BE LIABLE FOR ANY DAMAGES OR INJURY RESULTING FROM YOUR ACCESS TO, OR INABILITY TO ACCESS, THIS WEBSITE, OR FROM YOUR RELIANCE ON ANY INFORMATION THAT IS PROVIDED ON THIS WEBSITE.

### **Changes to Terms of Use and Privacy Statement**

Aditya Birla reserves the right to update or modify these Terms of Use at any time without prior notice, by posting a revised version on this site. If Aditya Birla modifies these Terms of Use, the modification will only apply to information collected after we have posted the revised Terms of Use.

### **Questions**

Any questions you have about the use of this website should be sent to [abg-careers.taleo@adityabirla.com](mailto:abg-careers.taleo@adityabirla.com).