



Candidate Data Privacy Notice

Effective date: January 05, 2024

Hero FinCorp Limited is committed to protecting and securing the privacy and confidentiality of the Personal Data which it collects directly or indirectly from you when applying for a job at Hero FinCorp Limited. This notice outlines and explains how Hero FinCorp Limited [collectively referred to as “HFCL”, “us,” “our”, or “we”] will process your Personal Data in accordance with applicable privacy legislation(s).

Who We Are?

We are Hero FinCorp Limited (hereinafter “HFCL”, “us,” “our”, or “we”) having its registered office –

Corporate office - 09, Basant Lok, Vasant Vihar, New Delhi – 110057

Operation centre - A-44, Mohan Co-Operative Industrial Estate, Mathura Road, New Delhi, 110044 - India.

Website: <https://www.herofincorp.com/>

What Does This Privacy Notice Cover?

This Notice aims to provide you with information on what Personal Data we process about you, why and how we process your Personal Data.

This Notice applies to all job applicant(s)/candidate(s) of HFCL.

What Personal Data Do We Process?

For the purposes of this Notice, ‘Personal Data’ means any information about you from which you can be identified (whether derived from that information on its own or when combined with other information that we or another party may hold about you).

As part of your recruitment and/or onboarding process, you may directly provide us or be requested to provide us with your Personal Data. Personal Data may be either provided to us



by you or collected through a third party as part of your recruitment process with HFCL. Such Personal Data may include but is not limited to:

- identifying data, such as name, email address;
- contact details, such as telephone number;
- recruitment-related information, such as referred by, resume, previous work experience information (including previous employer references), qualifications and work history, educational background, language skills, professional skills and talents, professional membership, community engagement, geographic location preferences, and recruitment company reports (where available), salary expectations, interactions over emails, webchats, audio/video conversations.

Why Do We Process Your Personal Data?

As part of the recruitment process, we collect and process your personal data to evaluate your qualifications and suitability for the positions we have available. This includes reviewing your application, conducting interviews and assessments, and verifying your references.

With Whom Do We Share Your Personal Data?

Only selected employees of HFCL – such as your potential future manager(s) and employees of HR who support us with the admission of recruitment application, may have access to your Personal Data. Whenever we permit a Third Party to access Personal Data, we will make sure the data is used in a manner consistent with this Notice (and any applicable internal data handling guidelines consistent with the sensitivity and classification of the data).

If required, we may conduct background checks prior to you commencing employment with us. In order to do so, HFCL may have a requirement to share your Personal Data with the relevant Third Parties. These checks will be performed by our Processors who conduct background screening on our behalf. Wherever we engage a Processor, we require assurances that such Processors have implemented appropriate safeguards and controls in relation to the protection of your Personal Data. In addition to the Third Parties' legal obligations, we require that such Third Parties be also contractually obligated to safeguard your Personal Data. Ongoing oversight is maintained on the relevant Processing activities being carried out by the Third Party.

How Long Do We Retain Your Personal Data?

We retain your Personal Data for as long as it is necessary to fulfill the purposes for which it is processed that is for the duration of your onboarding process. Post onboarding and pre-joining formalities your data will not be kept longer than necessary for the purpose for which it was processed.



Security of Personal Data

There shall be adequate protection for the personal information collected, used, retained and disclosed to support our business activities by following the relevant usage, technical and organizational policies, standards and processes:

- Hero FinCorp has comprehensive documented information security program and information security policies that contain managerial, technical, operational and physical security control measures.
- Hero FinCorp complies with ISO 27001:2013 Standard on 'Information Technology – Security Techniques'.

However, Hero FinCorp will not be responsible for any loss, unauthorized access or any harm caused to the information provider by any misuse of his or her personal information, unless it is a direct and foreseeable consequence of negligence and non-compliance on the part of Hero FinCorp only. The information provider hereby acknowledges that Hero FinCorp will not be responsible, in particular, for any third-party action or action on the part of the information provider leading to loss, damage or harm to such information provider or any other person.

What If You Do Not Provide Personal Data?

During the job application and pre-joining formalities, it is in yours and our best interest for you to provide HFCL with Personal Data, in particular certain information as mentioned above, such as contact details, education and professional experience details, have to be provided to enable HFCL to enter into a contract of employment with you.

If you do not provide the necessary information, this will impact our ability to manage the rights and obligations arising as a result of the hiring and onboarding process effectively.

How Can You Connect With Us If You Have Any Questions?

Any questions or concerns about the operation of this document should be addressed to the relevant HR personnel who may have been in contact with you.

How Will We Update This Privacy Notice?

We may update this Notice from time to time. We will post any updated version of this Notice on the HFCL public facing websites.