

This Privacy Policy ("Policy") governs your use of the website which is owned by CH Digital HR Private Limited ("CH Digital HR," "we," or "us") for the service accessed through the website ("the service").

This privacy statement applies to the collection, process, disclosure and use of personal identifiable information (PII) or the personal sensitive information (PSI), as the case may be, which is submitted to us by entering your details on the website. webCHRO is committed to maintaining the privacy and integrity of PII and PSI and this privacy statement describes webCHRO's approach on addressing all such issues.

This Policy has been created in order for you to understand how we collect, use and transfer your information while you use the website, so that you could freely use our website without having any fear of any circumstances and we will consider that you are consenting to us collecting, using and transferring your information when you submit the information on the website. Your privacy is very important, and for every visit, you make to our website we are committed to protecting it. It will be our responsibility to keep and protect your information in a secure and confidential way. By accessing and using the Service following such update, you indicate that you have read and agree to the updated terms and conditions of the Our Privacy Policy. If you do not agree to the terms of this Privacy Policy, please refrain from using the website. When you use these services—and any others we roll out—you'll inevitably share some information with us. We get that they can affect your privacy. We want to be upfront about the information we collect, how we use it, whom we share it with, and the choices we give you to control, access and update your information. That's why we've written this privacy policy. And it's why we've tried to write it in a way that's blissfully free of the legalese that often clouds these documents. Of course, if you still have questions about anything in our privacy policy, just email us at reachus@webchro.com.

This Privacy Policy does not apply to the practices of companies that webCHRO does not own or control, or to individuals whom webCHRO does not employ or manage, including any of the third parties to which webCHRO may disclose user information as set forth in this Privacy Policy.



DATA COLLECTION

We may collect personal information from clients, customers, employees, contractors and other individuals. We collect such information when it is necessary to provide services. Usually, we collect information like the contact details and organizational roles of our clients and other business contacts. Typically, this information includes names, addresses, mobile numbers, email addresses and job titles.

Through this website, we only collect PII or PSI that is specifically and voluntarily provided by visitors having regard to the purpose for its disclosure. webCHRO receives limited personal information, such as name, title, contact address, email address, and mobile numbers from website visitors. Demographic information, including occupation, is also sought, which may be submitted when a visitor responds to online registration. It is our policy to limit the information collected to only the minimum information required to complete a visitor's request.



INFORMATION WE COLLECT

There are three basic ways we collect information:

- ▶ Information you choose to give us
- ▶ Information we get when you use our services
- ▶ Information we get from third parties

Here's a little more detail on each of these categories.

INFORMATION YOU CHOOSE TO GIVE US

When you interact with our services, we collect the information that you choose to share with us. For example, our services require you to set up a basic webCHRO account, so we need to collect a few important details about you, such as an email address, a password, a mobile number, etc. It probably goes without saying, but we'll say it anyway: When you contact webCHRO Support or communicate with us in any other way, we'll collect whatever information you

INFORMATION WE GET WHEN YOU USE OUR SERVICES

When you use our services, we collect information about which of those services you've used and how you've used them. Thus, that is stored with us in order to provide easy and quick access to that service. Here's a fuller explanation of the types of information we collect when you use our services (to learn about how you can control some of this

1. **Usage Information:** We collect information about your activity through our services.
2. **Content Information:** We collect information about the content you provide and store in the website.
3. **Local storage:** We may collect and store information (including personal information) locally on your device using mechanisms such as browser web storage and application data caches.
4. **Information Collected by Cookies and Other Technologies:** Like most online services, we may use cookies and other technologies, such as web beacons, web storage, and unique advertising identifiers, to collect information about your activity, browser, IP address. If you prefer, you can usually remove or reject cookies through the settings
- 5.

Log Information: We also collect log information when you use our website. That information includes, among

- ▶ details about how you've used our services
- ▶ access times
- ▶ landing pages, pages viewed and the order of those pages
- ▶ Internet Protocol ("IP") address

When you use the webCHRO Service, our servers log certain general information that our website sends whenever a change is made in your account, or if you update or request any information, including time and date stamp.



INFORMATION WE COLLECT FROM THIRD PARTIES

We may also obtain information from other companies that are owned or operated by us, or any other third- party sources, and combine that with the information we collect through our services.



HOW WE USE INFORMATION

What do we do with the information we collect? The short answer is: Provide you with an amazing set of services that we relentlessly improve. But we do a lot more as well, such as:

- ▶ develop, operate, improve, deliver, maintain, and protect our services
- ▶ communicate with you
- ▶ monitor and analyze trends and usage
- ▶ personalize the services by, among other things, profile information, or customizing the content we show you
- ▶ enhance the safety and security of our services
- ▶ verify your identity and prevent fraud or other unauthorized or illegal activity
- ▶ use information we've collected from cookies and other technology to enhance the services and your experience with them
- ▶ enforce our Terms of Use and other usage policies
- ▶ to prevent any unlawful activities and misuse of the website and to comply with any applicable law and assist law enforcement agencies only if it is required.

We may also store some information locally on your device. For example, we may store information as local cache so that you can open the website and view content faster.



HOW WE SHARE INFORMATION

We may share information about you in the following ways:

- ▶ With our affiliates. We may share information with entities within the CH Digital HR Private Limited family of companies.
 - ▶ With third parties for legal reasons. We may share information about you if we reasonably believe that disclosing the information is needed to:
 - ▶ comply with any valid legal process, government request, or applicable law, rule, or regulation;
 - ▶ investigate, remedy, or enforce potential Terms of Use violations;
 - ▶ protect the rights, property, and safety of us, our users, or others; or
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- ▶ detect and resolve any fraud or security concerns.
- ▶ With third parties as part of a merger or acquisition. If webCHRO gets involved in a merger, asset sale, financing, liquidation or bankruptcy, or acquisition of all or some portion of our business to another company, we may share your information with that company before and after the transaction closes.
- ▶ In the aggregate or after de-identification. We may also share with third parties, such as advertisers, aggregated or de-identified information that cannot reasonably be used to identify you.



TRANSPARENCY AND CHOICE

People have different privacy concerns. Our goal is to be clear about what information we collect so that you can make meaningful choices about how it is used. For example, you can:

- ▶ Review and update your webCHRO activity controls to decide what types of data you feed in, what you would like saved with your account when you use webCHRO services. You can also visit these controls to manage whether certain activity is stored in a cookie or similar technology on your device when you use our services while signed out of your account.
- ▶ Review and control certain types of information tied to your webCHRO Account.
- ▶ Adjust how the Profile associated with your webCHRO Account appears.
- ▶ Take information associated with your webCHRO Account out of many of our services.
- ▶ Choose your Profile name to appear.

You may also set your setting to block all cookies, including cookies associated with our services, or to indicate when a cookie is being set by us. However, it's important to remember that many of our services may not function properly if your cookies are disabled.



INFORMATION YOU CHOOSE TO SHARE WITH THIRD PARTIES

The services may also contain third-party links and search results, include third-party integrations, or be a co-branded or third-party branded service that's being provided jointly with or by another company. By going to those links, using the third-party integration, or using a co-branded or third-party branded service, you may be providing information (including personal information) directly to the third party, us, or both. You acknowledge and agree that we are not responsible for how those third parties collect or use your information. As always, we encourage you to review the privacy policies of every third-party website or service that you visit or use, including those third parties you interact with through our services.



SECURITY AND DATA RETENTION

We will have your information as long as you have an account with us however we may retain your information as necessary to comply with legal obligations, to resolve disputes and to enforce agreements. Your personal information is very important to us, and we will use our top priority measure to protect your information from being accessed by any unauthorized persons, unlawful processing, risks of damage, loss of information both during transmission and once we received it. There is no absolute security of the transmission over the internet or any electronic storage, and we try our best to use technological means to protect and secure your personal identifiable information, however we cannot guarantee and also you cannot expect that there will be immunity from any wrongdoings, malfunctions, unauthorized interceptions or access, or other kinds of abuse and misuse. If you wish to cancel your account or request that we no longer use your information to provide you services contact us at reachus@webchro.com



CONTROL OVER YOUR INFORMATION

We want you to be in control of your information, so we provide you with the following tools.

- ▶ **Access and Updates:** We strive to let you access and update most of the personal information that we have about you. There are limits though to the requests we'll accommodate. We may reject a request for a number of reasons, including, for example, that the request risks the privacy of other users, requires technical efforts that are disproportionate to the request, is repetitive, or is unlawful. You can access and update most of your basic account information right on the website by visiting the Settings page. If you need to access, update, or delete any other personal information that we may have, you can put in a request to reachus@webchro.com. Because your privacy is important to us, we may ask you to verify your identity or provide additional information before we let you access or update your personal information. We will try to update and access your information for free, but if it would require a disproportionate effort on our part, we may charge a fee. We will, of course, disclose the fee before we comply with your request.
- ▶ **Account Deletion:** While we hope you'll remain a lifelong member of webCHRO, if for some reason you ever want to delete your account, just send us an email at reachus@webchro.com. If you ask to delete your account, you will have up to 30 days to restore your account before we delete your information from our servers.



OUR COMMITMENT TO DATA SECURITY

webCHRO uses commercially reasonable physical, managerial, and technical safeguards to preserve the integrity and security of your personal information. We cannot, however, ensure or warrant the security of any information you transmit to webCHRO, and you do so at your own risk. Using unsecured wi-fi or other unprotected networks for the webCHRO Service is never recommended. Once we receive your transmission of information, all your data is saved in an

webCHRO makes commercially reasonable efforts to ensure the security of our systems. However, please note that this is not a guarantee that such information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. If webCHRO learns of a security systems breach, then we may attempt to notify you electronically so that you can take appropriate protective steps. webCHRO may post a notice on the website if a security breach occurs.

We work hard to protect webCHRO and our users from unauthorized access to or unauthorized alteration, disclosure or destruction of information we hold. In particular:

- ▶ We encrypt our services using SSL.
- ▶ We review our information collection, storage, and processing practices, including physical security measures, to guard against unauthorized access to systems.
- ▶ We restrict access to personal information to webCHRO employees, contractors, and agents who need to know that information in order to process it for us, and who are subject to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations.



OUR COMMITMENT TO CHILDRENS' PRIVACY

Protecting the privacy of young children is especially important. For that reason, webCHRO does not knowingly collect or maintain Personally Identifiable Information or non-personally-identifiable information on the webCHRO website from persons under 18 years of age, and no part of the webCHRO Mobile App is directed to or intended to be used by persons under 18. If webCHRO learns that Personally Identifiable Information of persons under 18 years of age has been collected on the webCHRO website without the consent of their parents or guardian, then webCHRO may deactivate the account. And always, think of the children!



REVISIONS TO THE PRIVACY POLICY

We may change this privacy policy from time to time. But when we do, we'll let you know one way or another. Sometimes, we'll let you know by revising the date at the top of the privacy policy that's available on our website. Other times, we may provide you with additional notice (such AS providing you with a notification).



CONTACT US

If you have any questions regarding privacy while using the website, or have questions about our practices, please contact us via [email at reachus@webchro.com](mailto:reachus@webchro.com)
