

PRIVACY POLICY

INTRODUCTION

Veritas Legal is a partnership firm, registered in Mumbai, India, involved in providing legal services for business and industry, and is the data controller for the Information it collects from and/or about you.

Veritas Legal (“**We**”, or the “**Firm**”) respects your privacy. This privacy policy (“**Privacy Policy**”) explains what information we collect, how we use (“**Process**”) Personal Information (“**PI**”) and/or Sensitive Personal Data or Information (“**SPDI**”) that we collect, use, process or transfer in the conduct of our activities, governance and internal administration. This Privacy Policy also sets out measures adopted to protect the PI and SPDI collected by us, and lays down your privacy rights and how you can exercise them.

By providing any Information to the Firm through our website www.veritaslegal.in (the “**Website**”), you consent to the collection and use of your Information supplied to the Firm, as set forth in the Privacy Policy.

PI and SPDI are collectively referred to as “**Information**” in this Privacy Policy. Any updates to this policy from time to time will be reflected on the Website.

I. Information Collection and Process

The type of Information we collect and how we Process it will vary depending on the relationship we have with you.

- A. The Information that the Website collects about you is the Information which you may provide to us. However, for the purpose of improving content and usability, the Website automatically collects Non-Personally Identifiable Information (“**NPI**”) from your internet browser to determine your internet protocol address, operating system, browser type, browser version, browser configuration, name of internet service provider, and other types of computer and connection related information relevant to identifying your type of device. This will not be linked to any Information that you choose to provide to us. Please note that we use cookies on our website to help the Firm manage and improve our website and your browsing experience.
- B. The Information that you may provide to the Firm through the Website includes your name, contact details, your employer / past employer, details relating to your work experience, your title or position, your e-mail address, postal address and phone number;
- C. If you are a currently engaged or employed with the Firm as a consultant, articled clerk, intern, or are a potential recruit to join Veritas Legal, please note in particular that:
 - a. To facilitate screening and acceptance procedures; We collect Information that includes, but is not limited to, your name, job title, contact

- information, details contained in your curriculum vitae and other relevant information that you may provide to the Firm;
- b. We monitor and/or record official electronic communication to ensure compliance with our internal policy and applicable law, and for backup and business continuity purposes;
 - c. For those who are currently engaged or employed with the Firm in any of the ways mentioned above, We have a biometric attendance system to establish records of employee work hours. We also collect your financial/payment information such as your bank account details, including any associate information (credit card, debit care details, etc.). To comply with statutory obligations for the prevention of insider trading, We may in accordance with laws or regulations, from time to time, collect information pertaining to your securities trading account and allied details regarding your trading history.
- D. We collect the Information that you voluntarily provide to us, during your use of our services, or of our Website, either in connection with an activity necessary to perform our contract with you, or take the necessary steps at your request to enter into the contract.
- E. To be in compliance with legal and regulatory obligations, to enforce our rights, to safeguard any third party rights and in connection with any business transactions.
- F. We may share the Information with third-parties for further processing or in connection with our business. Such Information shared will be in accordance with the contractual agreement with such a third party through which We shall endeavour to ensure that such Information is used for the intended purpose for which the Information was originally collected, and procure that such third parties act in accordance with applicable law.
- G. By using our Website, you hereby expressly agree and grant consent to the collection, use, processing and storage of the Information that you provide. We reserve the right to share, disclose and transfer the aforesaid Information collected hereunder with our affiliates or any other third parties for such purposes which are notified to you through this Privacy Policy. Further, we reserve the right to disclose the Information if obligated by law, in response to duly authorized legal processes, governmental requests.
- H. While you have the option to not provide the Firm with certain information or withdraw your consent to collect, retain, store and/or handle certain Information, kindly note that in such an event we may consequently be constrained to limit or suspend the services offered to you at our discretion.

II. Obtaining Consent

- a. Whenever your Information is collected, we will take all practicable steps to inform you prior to collecting Information, of the intended use and purpose for which it

is collected and of the persons, or category of persons who collect, retain and will receive the Information. Additionally, you may contact the Firm in order to:

1. Allow you to access and correct the Information so provided;
2. Withdraw your consent. However, you do not have the right to retrospectively retract consent, but can withdraw consent to any further processing of the Information you have provided, after the point at which such withdrawal is communicated to the Firm.

III. Storage of Information

The Information that you may voluntarily share with the Firm is stored on our database servers or hosted by third parties who have entered into agreements with the Firm that require them to observe our Privacy Policy. We deploy a firewall and other security measures commensurate to industry standards to prevent individuals from accessing information without authorization. While We strive to protect your personal data against potential risks and exposures, and use systems that are designed to be physically secure and protected from unauthorized access, the absolute security of data in the online sphere cannot be guaranteed. Hence, We ask you to support our information security efforts by not disclosing any data on our website that is particularly sensitive, not required in the specific context.

IV. Compliance with Laws and Law Enforcement

Veritas Legal cooperates with mandated government and law enforcement agencies or to any third parties by an order under law for the time being in force to enforce and comply with the law. We will disclose information about you to government or law enforcement officials in accordance with applicable law, or with such parties as we, in our sole discretion, believe necessary or appropriate to respond to claims and legal process, to protect the property and rights of Veritas Legal or a third party, to protect the safety of the public or any person, or to prevent or stop any illegal, unethical or legally actionable activity. We may also provide your Information to various tax authorities upon a demand or request from them.

V. Deleting your Information

- A. If you wish to have the Information that you have provided to the Firm deleted, you can always do so by sending a request to the Firm on the e-mail address provided at the bottom of this page.
- B. We will ensure that your Information is not retained for longer than is reasonably required for the purposes for the same may lawfully be used or is otherwise required under any other law for the time being in force.

VI. Security

We have put in place appropriate physical, electronic, and managerial procedures to safeguard and help prevent unauthorized access, maintain data security, and correctly use the information We collect online. While We strive to protect your personal data against potential risks and exposures, the absolute security of data in the online sphere cannot be guaranteed. Hence, We ask you to support our information security efforts by not disclosing any data on our website that is particularly sensitive or not required in the specific context.

VII. Acceptance of Terms/Changes to this Privacy Policy

Your use of the Website at any time indicates your acceptance of the terms of this Privacy Policy in effect at the time of such usage. We reserve the right to change this policy at any time without advance notice. If any changes are made, the new policy will go into effect once it is posted to the Website, and it will apply only to information collected after the new policy goes into effect.

VIII. Contact us

You can always contact the Firm in order to (i) remove the personal information that you have provided to the Firm from our systems, (ii) update the personal information that you have provided to the Firm, and (iii) change your preferences with respect to marketing contacts by e-mailing our grievance officer at +91-22-4368-6700 or write into privacy@veritaslegal.in or if available also logging into your account to update your information.