



## Privacy Policy

### 1. Introduction

inQsights is committed to protect your and your organization's information provided on this website. This Privacy Policy outlines how inQsights processes and uses your personal information as well as information about your organization, submitted on this website.

We want our services to be safe and secure for you. Uniform practices for collecting, using, disclosing, storing, retaining, disposing, accessing, transferring, or otherwise processing such information assists inQsights to process information fairly and appropriately, disclosing it and/or transferring it only under appropriate circumstances. This privacy policy relates to our use of any information we collect from you.

This policy will be updated subject to any changes in information collection, activities performed or any applicable regulations. You are encouraged to review the privacy policy whenever you visit this website, to make sure that you understand how any personal/organizational information you provide will be used.

**Please Note:** The privacy practices set forth in this privacy policy are for this website only. If you are redirected to an external link to other web sites, please review privacy policies of those, which may be different.

### 2. Purpose

The purpose of this policy is to highlight various obligations, best practices and processes that support compliance with data privacy regulations applicable to inQsights in its role as both data controller as well as processor.

### 3. Applicability

This policy applies to all personnel, outsourced/ temporary staff, working for inQsights or its affiliates.

### 4. Collection and use of information

#### a. Collection of your information

inQsights collects, processes, and retains the personal and organizational information that you submit on this website. You will need to provide us with information, such as your name, email address, company information and telephone number, to access the website or so that we can connect with you after your visit. Personal Information may include, but is not limited to:

- Your name
- Company name
- Work email addresses
- Telephone number
- Designation

Organizational Information may include, but is not limited to:

- Company name
- Employee Head count



- Industry to which the company belongs
- GSTIN details
- Information on different aspects of the organization's HR practices/ policies/ processes
- Employee perception feedback

**b. How we use your information**

inQsights will collect and process such information fairly and lawfully for the purpose it is collected.

Any of the information we collect from you may be used in one of the following ways:

- To provide insights on the HR Management framework and/ or Employee Engagement: We shall use the information submitted by you (HR Diagnostic)/ your employees (Employee Pulse Survey) to generate and provide relevant insights in the form of the corresponding report which will be shared with you
- To conduct aggregate analysis and research: We shall use the data collected from various organizations to conduct aggregate analysis and research into trends in the area of HR Management and Employee Engagement. This may culminate in the publication of research reports/ white papers/ online articles. However, the identity of specific organizations and respondents shall be kept confidential at all times
- To provide you service offerings relevant to your specific needs: We may reach out to you with information on relevant offerings catering to the needs emerging from analysis of the submitted information

**5. Accuracy of Information**

You, as the authorized representative of your organization, are responsible for ensuring the accuracy and authenticity of the information provided on inQsights. Please note that accurate and authentic information will help you get the most accurate results from inQsights.

inQsights is in no way responsible for ensuring the accuracy and authenticity of personal and organizational information provided by you.

**6. Distribution of Information**

inQsights does not share, sell, rent, or trade personal or organizational information collected through its website, with third parties for any purpose other than outlined in this Privacy Policy.

- inQsights may disclose your Personal or Organizational Information as we believe to be necessary or appropriate:
  - under applicable law, including laws outside your country of residence;
  - to comply with legal process;
  - to respond to requests from public and government authorities, including public and government authorities outside your country of residence, for national security and/or law enforcement purposes; and
  - to allow us to pursue available remedies or limit the damages that we may sustain.



- b. Additionally, in the event of a reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets, or stock (including in connection with any bankruptcy or similar proceedings), we may transfer the Personal or Organizational Information we have collected to the relevant third party. iii) We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when:
  - i. permitted or required by law; or,
  - ii. trying to protect against or prevent actual or potential fraud or unauthorized transactions; or,
  - iii. Investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

If inQsights goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your personal or organizational information collected through our website(s) may be among the assets transferred. A prominent policy will appear on our website(s) for 30 days after any such change in ownership or control of your personal information.

## **7. Consent and Control**

### **a. Consent**

Consent is often referred to as an individual's choice to "opt-in" or "opt-out" of the Company's use of personal or organizational information and is usually obtained by a "check box" or signature confirming the individual understands and agrees to the processing of their personal and organizational information. At times, express written consent from the individual may be required based on the information processing activity. inQsights receives consent from individuals prior to:

- i. collecting, using, or processing their personal information, including sensitive personal information, in certain ways or sharing the individual's personal information with any third party;
- ii. using or placing web cookies on an individual's computer or other electronic devices.

### **b. Control of your Information**

inQsights also provides individuals with the right to control their personal information. You may request us to review, correct, update, suppress, or otherwise modify any of your Personal or Organizational Information that you have previously provided to us, or object to the use or processing of such Personal or Organizational Information by us. Please send your requests to us via email (Refer section 12 Privacy Contact Information).

In your request, please make clear what Information you would like to have changed, whether you would like to have your Personal or Organizational Information that you have provided to us suppressed from our database or otherwise let us know what limitations you would like to put on our use of your Information that you have provided to us. inQsights may conduct an owner verification check to ascertain the identity of the requester.

While most questions and issues related to access can be handled quickly, complex requests may take more effort and time. In such cases, issues will be



addressed, or you will be contacted regarding the progress and appropriate next steps, within thirty days.

## **8. Data Storage**

Your personal information is stored on our systems or third-party cloud provider with industry best security certifications and practices.

## **9. Commitment to data security**

Your Personal and Organizational Information is kept secure. Only authorized employees have access to this information. Data access is strictly on a need to know least privilege principle.

inQsights ensures that our supplier employs industry standard security measures to ensure the security of information through legally binding terms and conditions. However, users of our website are responsible for maintaining the security of any password, user ID, or other form of authentication involved in obtaining access to password protected or secure areas of the websites. Access to and use of password protected and/or secure area of this website is restricted to authorized users only. Unauthorized access to such areas is prohibited and may lead to criminal prosecution.

## **10. Retention and disposal**

We keep your Personal and Organizational Information for no longer than necessary for the purposes for which the Information was collected. The length of time we retain Personal and Organizational Information for depends on the purposes for which we collect and use it and/or as required to comply with applicable laws and to establish, exercise or defend our legal rights.

## **11. Your Consent**

Your consent to personal and organizational data collection and processing may be revoked by notifying us (Refer section 12 Privacy Contact Information). Please note, in case you choose to not provide us with the consent or withdraw the consent at any given point of time, we shall not be able to provision the services as detailed in section 4.b of this policy.

## **12. Privacy Contact Information**

If you have any questions regarding our Privacy Statement or if you need to update, change, or remove information, you can do so by writing to us at [privacy@inqsights.com](mailto:privacy@inqsights.com).

This policy will be updated subject to any changes in information collection, activities performed or any applicable regulations. You are encouraged to review the privacy policy whenever you visit our site to make sure that you understand how any personal information you provide will be used.

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