

## **Data Privacy Statement**

### **Data Privacy Statement for Employee Onboarding**

At Global IT Works (Private) Limited, we are committed to protecting the privacy and security of our employees' personal information. This Data Privacy Statement outlines how we collect, use, and protect your information during the onboarding process.

#### **1. Information We Collect**

We may collect the following types of personal information during the onboarding process:

- Personal identification details (name, address, phone number, email)
- Employment history and qualifications
- Bank account and tax information for payroll
- Emergency contact details
- Any other information necessary for employment

#### **2. How We Use Your Information**

Your personal information is used for the following purposes:

- To process your employment application and verify your qualifications.
- To facilitate payroll and benefits administration.
- To comply with legal and regulatory requirements.
- To communicate important information regarding your employment.

#### **3. Data Sharing and Disclosure**

We will not share your personal information with third parties, except in the following situations:

- As required by law or to comply with legal obligations.
- In connection with a business transfer, such as a merger or acquisition.

#### **4. Retention of your personal data**

We will retain and use your personal data to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our legal agreements and policies.

#### **5. Data Security**

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, loss, or destruction. Access to your data is limited to authorized personnel only.

#### **6. Your Rights**

You have the right to:

- Access your personal information.
- Request corrections to your information.
- Request deletion of your information, subject to legal obligations.

#### **7. Changes to This Statement**

We may update this Data Privacy Statement from time to time. We will notify you of any significant changes.

## **Terms and Conditions**

### **Terms and Conditions for Employee Onboarding**

Welcome to Global IT Works (Private) Limited! These Terms and Conditions govern your participation in our employee onboarding process. By completing the onboarding, you agree to these terms.

#### 1. Acceptance of Terms

By participating in the onboarding process, you agree to comply with these Terms and Conditions. If you do not agree, please do not proceed with onboarding.

#### 2. Onboarding Process

The onboarding process includes the collection of personal information, training sessions, and completion of necessary documentation. You are required to provide accurate and complete information.

#### 3. Responsibilities

You are responsible for:

- Providing accurate and timely information.
- Completing all required onboarding tasks.
- Adhering to company policies and procedures as outlined during onboarding.

#### 4. Confidentiality

You agree to maintain the confidentiality of all proprietary information you may encounter during the onboarding process. This includes, but is not limited to, company policies, procedures, and sensitive employee information.

#### 5. Termination of Onboarding

Global IT Works (Private) Limited reserves the right to terminate the onboarding process at any time if you fail to comply with these Terms and Conditions or any company policies.

## 6. Amendments

We reserve the right to amend these Terms and Conditions at any time. You will be notified of any significant changes.

## 7. Governing Law

These Terms and Conditions shall be governed by the laws of Sri Lanka.

By proceeding with the onboarding process, you acknowledge that you have read, understood, and agree to these Terms and Conditions.