

Company	Unosplice Group
Policy	Privacy Statement
Date	February 21, 2024
Version	1.0

PRIVACY STATEMENT

1. OBJECTIVE AND SCOPE

- 1.1. Unosplice Group, its affiliates, subsidiaries and branch operations hereinafter referred as 'Unosplice', 'we', 'us' or 'our', is committed to respecting your privacy and choices and prioritize the protection of the security and privacy of your personal data. This privacy statement (hereinafter "Privacy Statement" or "Statement") elucidates the methods by which we gather, store, utilize, disclose, and transfer (hereinafter collectively referred to as "process") your personal data. The specific personal data collected about you is contingent upon the nature of your interactions with us, the products, services, and features utilized by you, your geographical location, and applicable legal provisions thereof.
- 1.2. Through this Statement, we aim to offer a condensed overview of our privacy protocols concerning personal data collected, processed, and stored through various channels. While the primary emphasis of this Statement pertains to data collected and processed via our websites linked to this Privacy Statement, namely www.unosplice.com, and their sub-domains (collectively referred to as "Unosplice Websites") (as applicable), our commitment to the principles outlined below extends throughout the organization in respect of personal data processing. Depending on the purposes of processing and your relationship with us as a data subject, we may furnish additional tailored privacy statements.
- 1.3. This Privacy Statement encompasses the types of personal data collected, how we utilize or process such data, for how long it is stored, who receives such data, and your associated rights under relevant laws, including brief guidance on exercising those rights. While the Privacy Statement applies globally, certain additional details may be pertinent to you depending on your country of residence. Certain terms pertaining to countries or regions are outlined in region-specific statements that have been provided below. Note that should you belong to a geographical region outside of regions set out under region-specific terms provided by us in this Statement, you shall be bound by and have the rights under the applicable data privacy law for your jurisdiction.

2. CONSENT

- 2.1. When you register yourself on our website or obtain, through any other means, access to our products / services, you indicate that you understand, agree and consent to this Privacy Statement. You hereby provide your unconditional consent or agreements to us as provided under the Information Technology Act, 2000 and rules and regulations made thereunder, for the purpose explained hereunder. By using our website and products / services, you expressly give us consent to use and disclose your personal information in accordance with this Privacy Statement.
- 2.2. We request you to read this Privacy Statement, along with the terms and conditions applicable to the products / services, as available on our website – <https://unosplice.com/termsfuse> to make informed decisions.
- 2.3. In the event that you do not agree with the terms of this Privacy Statement, you are requested by Unosplice not to use the website or download materials from the website.

3. PERSONAL INFORMATION COLLECTED

- 3.1. We may collect the following personal information:
 - 3.1.1. Information collected as part of your visit and usage of our websites, such as Internet Protocol (IP) address, demographics, your computers' operating system, device information, telemetry data and browser type and information collected via cookies or similar tracking technologies. As a website visitor who merely browses our websites (including the hosted content).
 - 3.1.2. Personal and contact details, such as, name, title, e-mail address of primary and secondary users, phone numbers, address, designation, organization address, company/organization, industry, location (in terms of city / country), subscription plan details, other profiles/URLs (or similar professional data sets, as relevant).
 - 3.1.3. Login credentials, such as username and passwords, when you register for any of our applicable services.
 - 3.1.4. Queries, comments, or feedback as submitted by you, including any correspondence you have made with us.
 - 3.1.5. Preferences relating to marketing communications, interest areas, subscription details.
 - 3.1.6. Information that is legally required for conducting our compliance screenings or export control checks, such as date of birth, nationality, place of residence, ID numbers, identity cards and information about relevant and significant litigation or other legal proceedings against you.
 - 3.1.7. Further information / personal information necessarily processed in a project or contractual relationship with us or voluntarily provided by you, including but not limited to personal data relating to orders placed, payments made, requests, and project milestones.

- 3.1.8. To the extent permitted by applicable law, we may consolidate information we collect either directly or indirectly about specific users to ensure the completeness and correctness of the data to help us maintain / improve our interactions with you and determine the information which best serves your respective interest or demand.
- 3.1.9. Additionally, we may collect certain data points based on the categories of data subject and their relationship with us, as are detailed out in additional Privacy Statements for relevant categories of data subjects at the end of this Statement. We reserve the right to modify or supplement the list above in accordance with applicable laws.
- 3.2. For employees, we may collect: Personal Details, Family Particulars, Educational Qualifications, Work Experience Details, Contact Details, National Identification Information, Official Identifications Details, Salary, Compensation, Taxation, Benefits, Claims, and Other Financial Information, Performance and Development Records, Digital Access and IT-Related Information, Travel-Related Records, Health and Safety Records, Background Checks and Screening Details, Leave and Attendance Records, Information Obtained from Monitoring the Use of Our Official Systems and Networks (as permitted by applicable laws).
- 3.3. Subject to applicable law, we reserve the right to add to / modify or supplement the list above in the manner we deem appropriate for the purposes of our business.

4. SOURCES

- 4.1. We may collect the aforementioned personal information through various sources, including but not limited to the sources mentioned below:
 - 4.1.1. Provided directly by you, either through our website forms, during registration for use of our products / services, portals, or by contacting / emailing our official contacts.
 - 4.1.2. Shared with our employees, such as our sales or marketing representatives.
 - 4.1.3. Exchanged with or by our affiliated entities.
 - 4.1.4. Received from the employers of visitors and contractors, where applicable.
 - 4.1.5. Obtained from public websites and social media platforms, including publicly accessible profiles.
 - 4.1.6. Shared by our suppliers, vendors, and service providers.
 - 4.1.7. Acquired through cookies and similar tracking technologies deployed on our website.
- 4.2. Subject to applicable law, we reserve the right to add to / modify or supplement the list above in the manner we deem appropriate for the purposes of our business.

5. LEGAL BASIS

- 5.1. The prevalent privacy and data protection statutes establish certain legitimate grounds for the collection and processing of personal data, commonly referred to as legal bases for processing. Our primary reliance is on the following legal bases:
 - 5.1.1. We process your personal information when it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract. For instance, when you engage with us to receive our services and offerings, or when managing the data of our employees to ensure compliance with their employment contracts.
 - 5.1.2. We process your personal information when it is necessary for the purposes of a legitimate interest pursued by us or a third party (provided that these interests are not overridden by your data protection rights). For example, when we need to understand your usage of our website and your interaction with it, for the generation of secure login credentials, or to optimize our operational processes.
 - 5.1.3. We process your personal information with your consent. If we process personal data based on consent, your consent can be withdrawn at any time.
 - 5.1.4. We may process your personal information to fulfill any legal obligations imposed on us, including compliance with applicable laws and safeguarding our legal rights, seeking remedies, and defending against claims.

6. USE OF PERSONAL INFORMATION

- 6.1. We may process the personal data for the following purposes:
 - 6.1.1. To provide better usability, troubleshooting and site maintenance.
 - 6.1.2. To understand which parts of the website are visited and how frequently.
 - 6.1.3. To create your login credentials, where applicable.
 - 6.1.4. To identify you once you register on our website.
 - 6.1.5. To facilitate communication with you, including contacting you and responding to your queries or requests.
 - 6.1.6. To offer curated content tailored to your preferences.
 - 6.1.7. To enable marketing and sales related communications and related purposes.
 - 6.1.8. To publish testimonials and case studies.
 - 6.1.9. In the event that you use our software services / products, to publish logos, designs, emblems, symbols etc. of your organization on our website for marketing and promotional purposes.

- 6.1.10. To generate and maintain leads as part of our customer relationship management database.
 - 6.1.11. To perform data analytics for providing a better user experience, enhance website performance and achieve business objectives.
 - 6.1.12. To enhance and optimize our business operations, applications, systems, and processes, including operation and management of our communication assets and systems, ensuring and strengthening information security, maintenance of audit trail and associated records.
 - 6.1.13. To protect your data and our assets from information security threats and to secure against any unauthorized access, disclosure, alteration, or destruction.
 - 6.1.14. To comply with applicable laws and other legal requirements, such as regulatory filings, record-keeping and reporting obligations, cooperating with government authorized inspections or requests, protecting our legal rights, and seeking remedies, including defending against any claims or engaging in legal proceedings, responding to subpoenas or court orders and managing documentation for related purposes.
 - 6.1.15. To enhance your website experience and other associated purposes by deploying cookies or similar technologies. These may serve different purposes. For example, some of the cookies may be necessary for the operation of the website, while others are used to ensure its seamless performance. They may also enhance the functionalities provided on our website, help us understand how our online services are used, or to determine the interests of our website visitors.
 - 6.1.16. To communicate with our business partners about our products, services and projects, e.g. by responding to inquiries or requests or providing you with information about purchased products.
 - 6.1.17. For planning, performing and managing the (contractual) relationship with you, e.g. by providing the products or services and associated software supports, performing transactions and orders of products or services, processing payments, performing accounting, auditing, billing and collection activities.
 - 6.1.18. To create a personal profile containing business-related information on interactions between you and us with the aim of being able to offer you and the company you work for relevant information and suitable offers for our services and products and to improve our personal communication with you.
 - 6.1.19. Administrating and performing market analysis, sweepstakes, contests, or other customer activities or events.
 - 6.1.20. Contacting you with information and offers concerning our products and services, sending you further marketing messages and conducting customer satisfaction surveys.
 - 6.1.21. Maintaining and protecting the security of our products, services and websites, preventing and detecting security threats, fraud or other criminal or malicious activities;
 - 6.1.22. Solving disputes, enforce our contractual agreements and to establish, exercise or defend legal claims.
- 6.2. For employees / personnel, we may collect information for the following purposes: (i) to assist in onboarding you as an employee / consultant, to carry out other associated processes, and various employment related activities and to enable us to ensure compliance with any applicable laws, including labour laws.
 - 6.3. Subject to applicable law, we reserve the right to add to / modify or supplement the list above in the manner we deem appropriate for the purposes of our business.
7. TRANSFER / PROCESSING
- 7.1. We transfer / process your personal data in the manner described below:
 - 7.1.1. Affiliated Companies / Sales Partners / Vendors / Support Services:

In order to support our business connection with you, we might disclose your personal information to affiliates and third parties such as sales partners and agents as necessary. For example, some products and services are solely available through local business collaborations, necessitating the transfer of your personal data to the pertinent local affiliates or sales partners responsible for managing the business association with you.
 - 7.1.2. Service Providers:

We engage affiliates and other companies to perform various functions on our behalf which are required for the purpose of providing our products and services and otherwise facilitating the functionalities in our software, including without limitation, IT services, cloud services, data storage software or payment processing. These entities process personal data solely for the purpose of providing such services.
 - 7.1.3. Other Third Parties:

Personal information might be shared with additional third parties when essential to meet (i) our business requirements; and (ii) legal responsibilities or to assert, defend, or exercise rights or claims. This encompasses situations such as legal proceedings, arbitration, compliance with regulations, requests from law enforcement, and collaboration with legal experts and advisors.
 - 7.2. We may share information with statutory authorities, government institutions, law enforcement agencies or other bodies where required for compliance with legal requirements.
 - 7.3. We may use the information to respond to subpoenas, court orders, or legal processes, or to establish or exercise our legal rights or defend against legal claims.

- 7.4. We may share information where we believe it is necessary in order to investigate, prevent, or take action against any illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or as otherwise required by law.
- 7.5. We may share information where we believe it is necessary in order to protect or enforce our rights, usage terms, intellectual or physical property or for safety of Unosplice or its affiliates / associated parties.
- 7.6. We may share information about you if we are acquired by or merged with another company, in which case it would be ensured such company offers equivalent level of protection for personal data.
- 7.7. Subject to applicable laws, the recipients of your personal data may be located outside of the country in which you reside. Further, we reserve the right to add to / modify or supplement the list above in the manner we deem appropriate for the purposes of our business in accordance with applicable laws.

8. DATA SECURITY

- 8.1. At Unosplice, we strike a balance between governance, processes, and technology to uphold our commitment to customers and stakeholders. We implement reasonable and appropriate security measures, including administrative, physical, and technical controls, to safeguard your Personal Information.
- 8.2. We implement reasonable and adequate physical, technical and administrative security measures to protect personal information from loss, misuse, alteration or destruction.
- 8.3. Unosplice discloses information to third parties only for legitimate purposes such as our service providers and agents who are bound to maintain the confidentiality of personal information and may not use the information for any unauthorized purpose. Unosplice strives to ensure through formally executed contracts that the service providers are committed to "same level of data protection" as applicable data protection laws and regulations.
- 8.4. We take reasonable steps to ensure that all dealings in personal information, shall (i) be processed fairly and lawfully; (ii) be obtained only with the consent of the information provider; (iii) be collected, only when the information is collected for a lawful purpose connected with a function or activity of Unosplice and the collection of the sensitive personal data or information is considered necessary for that purpose; (iv) be kept secure against unauthorized or unlawful processing and against accidental loss, destruction or damage, as per the prescribed standards to protect the quality and integrity of your personal information.

9. PROVISION FOR MINORS AND CHILDRENS PRIVACY

- 9.1. The websites, products, and services associated with Unosplice are not intended for use by children. Therefore, we do not knowingly request or gather personally identifiable information from children online. If we become aware that a child has provided personally identifiable information online without parental consent, we will take appropriate steps to delete such information from our databases and refrain from using it for any purpose, except where legally required to protect the safety of the child or others. If you discover any personally identifiable information we have collected from children, please contact us at contactus@unosplce.com.

10. DATA RETENTION AND STORAGE TIME OF PERSONAL DATA

- 10.1. Unless expressly indicated otherwise at the time of personal data collection (e.g., within a form completed by you), Unosplice will delete your personal data when its retention is no longer necessary for the purposes for which it was collected or processed, or to comply with legal obligations (such as retention requirements under tax or commercial laws).
- 10.2. Unosplice reserves the right to retain your personal data for extended periods if required to fulfill legal obligations or to assert or defend against legal claims. Unosplice will retain your personal data until the expiration of the relevant retention period or until the resolution of the claims in question.
- 10.3. As such, Unosplice will maintain your personal data for the following purposes:
 - 10.3.1. To provide products and services requested by you or your employer;
 - 10.3.2. To develop products or services until no longer necessary;
 - 10.3.3. To fulfill Unosplice's legitimate business purposes as detailed in this privacy statement, unless you withdraw consent to such use;
 - 10.3.4. To comply with statutory obligations to retain personal data, including those arising from export, finance, tax, or commercial laws; and
 - 10.3.5. Until the revocation of any previously granted consent for Unosplice to process your personal data.

11. YOUR RIGHTS

- 11.1. Access and Update Personal Data:

You have the legal entitlement to request access to and updates of any personal data Unosplice holds about you. You can inquire about the information Unosplice possesses regarding your identity, contact details, or any other personal data in our possession. Additionally, if there are any changes or inaccuracies in the information, you have the right to have these rectified.

11.2. Deletion of Personal Data:

You retain the right to request the deletion of any personal data we hold. However, it's essential to note that Unosplice can or will only delete your personal data if there is no statutory obligation or prevailing right requiring us to retain it. It's important to understand that if you request the deletion of your personal data, you may lose access to certain services that require the use of your personal information for their operation.

11.3. Withdraw Consent:

In instances where we are processing your personal data based on your consent, you have the right to withdraw that consent at any time. You can do this by unsubscribing from communication channels or by notifying us accordingly. However, withdrawing consent does not affect the legality of processing based on consent before its withdrawal. It's important to note that if your consent was necessary for the provision of specific services / products, we may no longer be able to offer those services to you following your withdrawal.

11.4. Lodge Complaints:

Please direct any requests to exercise your rights to contactus@unossplice.com. We will take steps to ensure we verify your identity to a reasonable degree of certainty before we process the data protection right you want to exercise. When feasible, Unosplice will match personal data provided by you in submitting a request to exercise your rights with information already maintained by Unosplice. This could include matching two or more data points you provide when you submit a request with two or more data points that are already maintained by Unosplice. Unosplice will decline to process requests that are manifestly unfounded, excessive, fraudulent, represented by third parties without duly representing respective authority or are otherwise not required by local law.

12. REGION SPECIFIC STATEMENTS

12.1. The processing of personal data by Unosplice is subject to applicable laws and regulations governing data protection and privacy in the jurisdictions where such processing takes place. This includes, but is not limited to, compliance with the General Data Protection Regulation (GDPR) in the European Union, the California Consumer Privacy Act (CCPA) in the United States, and any other relevant data protection laws and regulations in other jurisdictions where Unosplice operates or processes personal data.

12.2. The above provision includes (without limitation to other applicable jurisdictions) compliance with:

12.2.1. General Data Protection Regulation (GDPR) in the European Union: Under the GDPR, individuals have rights such as the right to access their personal data, the right to rectify inaccurate data, the right to erasure (also known as the right to be forgotten), the right to restrict processing, the right to data portability, the right to object to processing, and the right not to be subject to automated decision-making.

12.2.2. California Consumer Privacy Act (CCPA) in the United States: The CCPA grants California residents certain rights, including the right to know what personal information is being collected about them, the right to access their personal information, the right to opt-out of the sale of their personal information, and the right to request deletion of their personal information.

12.2.3. Personal Information Protection and Electronic Documents Act (PIPEDA) in Canada: PIPEDA provides individuals with rights such as the right to access their personal information, the right to request correction of inaccurate information, and the right to file a complaint with the Privacy Commissioner of Canada if they believe their privacy rights have been violated.

12.2.4. Privacy Act 1988 (Australia): Under the Privacy Act, individuals have rights such as the right to access their personal information held by organizations covered by the Act, the right to request correction of their personal information, and the right to make a complaint to the Office of the Australian Information Commissioner if they believe their privacy has been breached.

12.2.5. Personal Data Protection Act (PDPA) in Singapore: The PDPA provides individuals with rights such as the right to access their personal data, the right to correct inaccurate data, the right to withdraw consent for the processing of personal data, and the right to file a complaint with the Personal Data Protection Commission if they believe their privacy rights have been infringed.

12.2.6. General Data Protection Law (LGPD) in Brazil: The LGPD regulates the processing of personal data in Brazil and grants individuals' rights such as the right to access their personal data, the right to request correction or deletion of their personal data, and the right to revoke consent for the processing of personal data.

12.3. Unosplice is committed to upholding these rights and ensuring compliance with all relevant data protection laws and regulations in the jurisdictions where it operates or collects personal data.

13. WAIVER AND SEVERABILITY

- 13.1. Failure by Unosplice, if any, to exercise or enforce any right or provision of this Privacy Statement shall not constitute a waiver of such right or provision. To the extent that any provision in this Privacy Statement is found to be invalid or unenforceable, such provision shall be modified in such a manner so as to make this Privacy Statement as modified, legal and enforceable under applicable laws.

14. AMENDMENTS

- 14.1. Please note that this Privacy Statement may be subject to change from time to time. We reserve the right to make modifications to this Privacy Statement and a revised Privacy Statement will accordingly be published on this page. Please regularly check this Privacy Statement to ensure you are aware of the latest updates with respect to the same.

15. GRIEVANCE REDRESSAL / CONTACT

Any grievance or complaint, in relation to processing of personal information, should be sent to us in writing. The relevant contact details with information of our Grievance Officer / Data Protection Officer has been provided below.

Name of Contact Person: Nitish Jain
E-mail: nitish.jain@unosplice.com
Contact Address: +91 99675 93554

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