



# Privacy Policy

October 2024

# PRIVACY POLICY

Sahaj Software Inc., along with its global subsidiaries, (we, our or us) is committed to the protection of your personal information. This Privacy Policy covers our treatment of your personal information which we collect, use, and share.

This Privacy Policy is subject to change from time to time and the latest version will always be available on our website. If any update would result in a material change to your rights / obligations and cause material detriment, we will provide at least 10 days' notice through our website before the update takes effect.

By using our website or by providing any personal information to us, you consent to the collection, use and disclosure of your personal information as set out in this Privacy Policy.

## What personal information do we collect?

This varies depending on the nature of our interaction with you. Typically, this may include any or all of the following:

- name, email address, telephone number (and other contact details)
- gender
- occupation
- (if via social media platforms) username, site ID and email address

If you submit personal information to us in relation to an employment opportunity, we may also collect information about your employment and academic history, immigration status, employment eligibility documents, etc.

When you join us as an employee, we may collect additional pieces of information about you, including but not limited to, government identifiers, photographs, pension / social security details, demographic data, insurance participation details, etc.

We do not, knowingly, request or collect, use and disclose personal information of people who are considered minor (unless the minor is a family member of Sahaj employee). In the event, we learn that we have collected personal information of a person under this age, we will use all reasonable endeavours to delete such information.

If you provide personal information of a third party (e.g. a family member or a referral) to us, it is your responsibility to ensure that you have the authority to provide such information to us and that those third parties are aware of this Privacy Policy, understand it and agree to accept it.

You do not have to provide us with any personal information, however, if you do not provide such information, we may not be able to provide you with the services or benefits which you have requested.

## Why do we collect personal information?

We collect your personal information so as to:

- verify your identity and other details that you provide to us;
- provide the services / benefits you have requested for;
- respond to any inquiry you make;
- comply with obligations imposed by laws; and
- establish or defend a legal or equitable claim.

If you provide personal information to us in relation to an employment opportunity with us, we use it to:

- consider you for the position you have applied for or any other position that becomes available;
- communicate with in relation to your application and any future employment opportunities with us; and
- contact your referees.

## How personal information is collected?

Generally, we collect personal information directly from you, such as:

- in person;
- when you have other engagements with us;
- when you submit information through our website; or
- through events, promotions or surveys that we may run.

We may also collect personal information about you from third parties through:

- referees;
- publicly available sources;
- social media;
- our business partners; and
- third parties who supply services to us.

## How is personal information stored?

We store personal information in a combination of computer storage facilities, paper-based files and other records. In doing so, we have taken appropriate technical and organizational security measures to protect your personal information from misuse, interference and avoidable loss, and unauthorised access, modification or disclosure. We will take reasonable steps to ensure that personal information we collect, use or disclose is accurate and complete.

The internet is not a secure method of transmitting any information. Accordingly, we cannot and do not accept any responsibility for the security of personal information you send or receive from us over the internet, or for any unauthorised access or use of that information.

Our website uses few third party Cookies to track (a) user consent and (b) user traffic patterns to provide you services / benefits you are looking for, in a secure way. A Cookie is a small data file that a website may create on to your computer system when you visit that website. The Cookie file may contain information such as userID which the website uses to track the pages you have visited. You can refuse all Cookies by turning them off in your browser. However, this may cause certain features on our website to not work properly.

Whenever a page is accessed on our website, details such as the date, time, your IP address, device details, etc are collected, via Google Analytics cookie, for statistical and maintenance purposes which enables us to continually evaluate the performance of our website. Similarly, when you view a YouTube video, or other content from a third party provider, our website may use cookies from the respective provider. As you can see, all this data is anonymous and is retained as long as it is needed for reasonable diagnosis.

In order to ensure that we can recover from any unknown disaster, we may create backup files of our storage mediums, due to which your personal information may also be backed-up. This may sometime result in your personal information being stored longer than what we would intend to.

## Who personal information is shared with?

We may disclose your personal information to third parties who work with us in our business, such as:

- marketing consultants and promotion companies;
- couriers and delivery contractors;
- service providers who monitor and analyse our website activity, host content, provide technical and organisational services, maintain our customer database, assist in marketing and administration; and
- consultants and professional advisers.

We may also disclose your personal information to an acquirer if we sell some or all of our business.

Being a global company, we are likely to disclose your personal information, for the purposes described earlier, to our subsidiary organizations in Australia, India, Singapore and the UK. Some of these countries may not have the same or substantially similar data privacy laws as those set out in this Privacy Policy. By providing your personal information to us, you consent to our disclosures of your personal information to these subsidiary organizations even though it may not receive the same protection.

## How to contact us or make a complaint?

If you have any questions about this Privacy Policy or if you wish to update your personal information, we hold about you, or if you wish to make a complaint about our collection, use or disclosure of your personal information under this Privacy Policy, you can write to us at the following:

Sahaj Software Inc.  
39899, Balentine Dr., Suite 200,  
Newark, CA, 94560, USA

e: [data-privacy@sahaj.ai](mailto:data-privacy@sahaj.ai)

Last Updated : 9 October 2024