

**1. PURPOSE**

To upload HRIS application in App Store and define its usage.

**2. SCOPE**

All employees working in Toshiba Johnson Elevators (India) Pvt. Ltd. including Third Party employees through Talisman HR Solutions Pvt. Ltd. who are working at Toshiba Johnson Elevators (India) Pvt. Ltd. projects are covered under this policy.

**3. PRIVACY**

This privacy policy applies to the HRIS application (hereby referred to as "Application") for mobile devices that was created by Toshiba Johnson Elevators (India) Pvt. Ltd. (hereby referred to as "TJEI") as a Free service only to those who are defined under "Scope". This service is intended for use "AS IS".

**4. Information Collection and Use**

The Application collects information when you download and use it. This information may include

- Your device's Internet Protocol address (e.g. IP address)
- The pages of the Application that you visit, the time and date of your visit, the time spent on those pages.
- The time spent on the Application.
- The operating system you use on your mobile device.

The Application does not gather precise information about the location of your mobile device at the time of downloading the application. TJEI will track the location of your device while using this application but this is applicable only for the employees working within the defined scope.

TJEI may use the information provided by you to contact you from time to time to provide with important information, required notices.

For a better experience, while using the Application, the TJEI may require you to provide us with certain individual information, including but not limited to Employee Name, Employee Number, Password, Active Status, Mobile Number, One Time Password, Designation, Joining Date, Project Number, Project Name, Work Category, Elevator Number / Unit Number, Active Project, Geo Location - Latitude, Longitude, Attendance and Leave Details. The information that the TJEI request will be retained by them and used as described in this privacy policy.

**5. Third Party Access**

Only aggregated, anonymized data is periodically transmitted to external services to aid the TJEI in improving the Application and their service. The TJEI may share your information with third parties in the ways that are described in this privacy statement. Third Party Access should be authorized by TJEI.

TJEI may disclose User Provided and Automatically Collected Information:

- as required by law, such as to comply with a subpoena (written order to attend a court of law to give evidence), or similar legal process.
- when they believe in good faith that disclosure is necessary to protect their rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

With their trusted services providers who work on their behalf, do not have an independent use of the information we disclose to them, and have agreed to adhere to the rules set forth in this privacy statement.

**6. Opt-Out Rights**

You can stop all collection of information by the Application easily by uninstalling it. You may use the standard uninstall processes as may be available as part of your mobile device or via the mobile application marketplace or network.

**7. Data Retention Policy**

TJEI will retain User Provided data for as long as you use the Application and for a reasonable time thereafter. If you'd like them to delete User Provided Data that you have provided via the Application, please contact them at tjei-hr@toshiba-tei.com and they will respond in a reasonable time.

**8. Security**

TJEI is concerned about safeguarding the confidentiality of your information. The TJEI provides physical, electronic, and procedural safeguards to protect information the TJEI processes and maintains.

**9. Changes**

This Privacy Policy may be updated from time to time for any reason. The TJEI will notify you of any changes to the Privacy Policy by updating this page with the new Privacy Policy. You are advised to consult this Privacy Policy regularly for any changes, as continued use is deemed approval of all changes.

This privacy policy is effective as of 9-01-2025.

**10. Your Consent**

By using the Application, you are consenting to the processing of your information as set forth in this Privacy Policy now and as amended by us.

**11. Contact Us**

If you have any questions regarding privacy while using the Application, or have questions about the practices, please contact TJEI via email at tjei-hr@toshiba-tei.com.

**12. EXCEPTIONS / DEVIATIONS**

Any deviation from this policy requires approval from the Managing Director or HR and I.S Divisions of TJEI.

**13. POLICY STATUS**

Current Version: 1.0