

M&G Global Services Applicant Data Privacy Notice

This Privacy Notice explains how M&G Global Services manages the collection and processing of your personal information

Who is this privacy notice aimed at?

All individuals whose personal data is being directly processed by M&G Global Services Private Limited (also referred to as “the company”). This includes job applicants, contractors and any other individual who has entrusted M&G Global Services with their personal information in the normal course of business.

What data does M&G Global Services process?

M&G Global Services processes, personal data as defined by the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011. This notice talks about the treatment of :

- Personal/private information of individuals
- Sensitive personal data or information

Definitions used in this notice:

- "Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.
- "Sensitive personal data or information" of a person means such personal information which consists of information relating to:
 - Password
 - Financial information such as Bank account or credit card or debit card or other payment instrument details;
 - Physical, physiological and mental health condition;
 - Sexual orientation;
 - Medical records and history;
 - Biometric information;
 - Provided that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for these purposes.

Through this Privacy Notice, M&G Global Services attests that:

All personal information and Sensitive personal information (“personal data”) shall be collected and processed for the relevant lawful purposes connected with various processes and activities of the company including receiving applications to active employment vacancies and/or to help determine the eligibility of the job applicants for the open positions individuals have shown interest in and/or to enable the company to verify submitted credentials of job applicants. Information may also be used to maintain records as per internal/legal/regulatory requirements.

Sharing of Information:

The company shall not share personal data with any external organisation. In case a particular service needs to be outsourced, M&G Global Services will ensure the service provider will treat the personal data with the same level of protection as afforded by the company and will execute

a contract to that effect. The company will ensure the contracted service provider follows all applicable laws satisfactorily.

The Company may also share personal data without obtaining an individual's prior written consent, with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences, or where disclosure is necessary for compliance of a legal obligation. Any information may be required to be disclosed to any third party by the company by an order under the law for the time being in force.

By applying to an advertised role, applicants agree to the transfer of their personal data outside India to any global M&G group entity for further processing if necessary and in accordance with the law. M&G Global Services will ensure that personal data is safeguarded with the same level of controls as applicable to M&G Global Services in India.

Data Retention:

The company retains an individual's personal data for as long as is necessary for the purposes described above. Typically, the company retains personal data to:

- fulfil its business requirements;
- to comply with legal and regulatory requirements; or
- for any legal matters.

Security

The company takes precautions to keep individuals personal data secure, including safeguards against unauthorised access, use, or data loss. This includes ensuring the staff, partners and any third parties who perform work on the company's behalf comply with robust security standards as part of their contractual obligations. We maintain the security and protection of any data we hold.

The M&G Global Services website uses cookies. Please refer our [Cookie Policy](#) for more information on cookies.

Contact Us

If you have any discrepancies, grievances or need clarification regarding this Privacy Notice or on the use of your personal data, please contact the **M&G Global Services Grievance**

Officer: Caryl-Ann Colaco

By email: Data.Protection.M&GIndia@mandg.com

By post: Prudential House, 1st floor Business Park Powai Mumbai Maharashtra IN 400076, Central Ave, Hiranandani Gardens, Powai, Mumbai, Maharashtra 400076, India

For questions regarding your application contact our **Recruitment team:**

By email: careers.mumbai@mandg.com

This notice was last updated in December 2021. M&G Global reserves the right to amend and update this notice at their discretion without any intimation.