

WEBSITE PRIVACY POLICY

Digital Personal Data Protection Act, 2023 (DPDPA)

SBS HR

Document Information

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1. Purpose

The purpose of this Website Privacy Policy is to inform website visitors, clients, candidates, employees, and other stakeholders regarding the collection, use, storage, sharing, protection, and processing of personal data through SBS HR's website and digital platforms.

SBS HR is committed to protecting privacy and ensuring compliance with the Digital Personal Data Protection Act, 2023 (DPDPA).

All website-related personal data processing activities shall be implemented in accordance with approved organizational procedures, security safeguards, confidentiality requirements, and DPDPA obligations.

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2. Scope

This policy applies to:

- Website visitors
- Job applicants
- Clients and prospects
- Vendors and partners
- Individuals submitting inquiries
- Users interacting with SBS HR digital platforms

The policy applies to all data collected through websites, contact forms, recruitment pages, cookies, online communications, and related digital services.

All website-related personal data processing activities shall be implemented in accordance with approved organizational procedures, security safeguards, confidentiality requirements, and DPDPA obligations.

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3. Information Collected

SBS HR may collect:

- Name and contact details
- Email addresses
- Phone numbers
- Company information

- Resume/CV details
- IP addresses
- Browser and device information
- Cookies and tracking data
- Communication details
- Website usage analytics

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4. Methods of Collection

Information may be collected through:

- Website forms
- Recruitment applications
- Newsletter subscriptions
- Cookies and tracking technologies
- Email communications
- Chat or support systems
- Analytics platforms

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5. Purpose of Processing

Personal data collected through the website may be used for:

- Responding to inquiries
- Recruitment processing
- Client engagement
- Service delivery
- Marketing communications
- Website analytics
- Security monitoring
- Legal and regulatory compliance

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6. Consent Mechanisms

Where applicable, consent shall be obtained through:

- Website consent banners
- Checkbox confirmations
- Subscription forms
- Recruitment forms
- Cookie preference settings

Consent records shall be maintained where required.

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7. Cookies & Tracking Technologies

SBS HR may use cookies and tracking technologies for:

- Website functionality
- User experience improvement
- Analytics and reporting
- Security monitoring
- Marketing preferences

Users may manage cookie preferences through browser or website settings.

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8. Data Sharing

Personal data may be shared with:

- Authorized service providers
- Recruitment partners
- Technology vendors
- Analytics providers
- Government authorities where legally required

All sharing activities shall follow confidentiality and security obligations.

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9. Cross-Border Transfers

Where applicable, website-related personal data transferred across borders shall:

- Follow legal requirements
- Have appropriate safeguards
- Be protected using contractual and technical measures

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10. Information Security

SBS HR implements reasonable security safeguards including:

- Secure hosting
- Access controls
- Encryption where applicable
- Logging and monitoring
- Vulnerability management
- Secure backup mechanisms

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11. Data Retention

Website-related personal data shall only be retained:

- For legitimate business purposes
- According to retention schedules
- As required by legal obligations
- Based on consent where applicable

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12. Rights of Data Principals

Website users may exercise rights related to:

- Access to personal data
- Correction of information
- Withdrawal of consent
- Deletion requests
- Grievance redressal

Requests may be submitted through official communication channels.

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13. Recruitment Data

Candidate information submitted through website career pages shall:

- Be processed securely
- Be accessed only by authorized personnel
- Follow recruitment privacy controls
- Be retained according to approved schedules

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14. Third-Party Links

The SBS HR website may contain links to third-party websites. SBS HR is not responsible for privacy practices or content of external websites and encourages users to review their privacy policies.

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15. Marketing Communications

Users may receive communications related to:

- Services
- Recruitment opportunities
- Newsletters
- Events and updates

Users may opt out from non-essential communications through available mechanisms.

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16. Incident Reporting

Any suspected or confirmed incident involving website-related personal data shall be investigated and managed through the approved incident response procedures.

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17. Responsibilities

The IT and Compliance Teams shall:

- Monitor website privacy controls
- Maintain security safeguards
- Manage cookie mechanisms
- Review website compliance
- Support incident handling

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18. Audit & Monitoring

Website privacy practices shall be periodically reviewed through:

- Internal audits
- Vulnerability assessments
- Security reviews
- Compliance monitoring
- Corrective action tracking

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19. Policy Updates

This policy may be updated periodically due to:

- Regulatory changes
- Business updates
- Technology enhancements
- Security improvements

Updated versions shall be published through official channels.

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20. Contact Information

For privacy-related queries, complaints, or requests, individuals may contact the designated Compliance Team or Privacy Officer through officially published communication channels.

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21. Approval

This Website Privacy Policy is approved by Top Management and shall be made available to applicable stakeholders through official platforms.

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Approval & Authorization

Prepared By	Reviewed By	Approved By	Date
Network Engineer	DPO	Director	April 1'st - 2026