

Data Processing Agreement (DPA)

1. Introduction

This Data Processing Agreement ("DPA") is entered into between Sahita ("Data Fiduciary") and the Client organization ("Data Processor") to ensure that the processing of candidate and personal data in the course of recruitment services complies with the Digital Personal Data Protection Act, 2023 ("DPDP Act").

2. Specified Purpose of Processing

The Data Processor shall process Personal Data solely for the purpose of evaluating candidates for employment, facilitating interviews, and managing the hiring lifecycle within the IT and manufacturing sectors. Any processing outside of this scope is strictly prohibited without fresh consent from the Data Principal (Candidate).

3. Obligations of the Data Processor

- **Compliance:** Process personal data only on documented instructions from Sahita.
- **Security:** Implement technical and organizational measures to prevent unauthorized access, alteration, or disclosure of candidate resumes and profiles.
- **Confidentiality:** Ensure that all staff handling sensitive candidate data are bound by professional secrecy or statutory confidentiality obligations.
- **Breach Notification:** Notify Sahita immediately, and no later than 24 hours, after becoming aware of any potential data breach.

4. Rights of Data Principals

The Data Processor must assist Sahita in fulfilling its obligations to respond to requests from candidates exercising their rights under the DPDP Act, including the right to correction, completion, and erasure of data.

5. Data Retention and Erasure

Upon completion of the recruitment cycle or withdrawal of consent by the candidate, the Data Processor shall delete or return all personal data to Sahita, unless retention is required by applicable law.

6. Grievance Redressal

Any concerns regarding data processing under this agreement should be directed to the Grievance Officer at connect@sahita.co.in.