

PRIVACY POLICY

Updated on 9th September, 2019

OBJECTIVE

We respect an individual's right to privacy and are committed to protect the privacy of Personal Information collected by Syngene International Limited. This policy lays down our practices regarding collection, use, sharing and disposal of your personal data in connection with this website, and also sets forth your privacy rights.

DEFINITIONS

"Personal Information" means any information that relates any part of information that can identify an individual person, which includes the name, email, phone number, address, ethnicity, race, identifying number, employment history, etc.

INFORMATION COLLECTION

We collect personal data you choose to provide (e.g., through filling out contact forms, sign-ups on the career portal, or other interaction with the Site).

The list of Personal Information collected through Websites are notified to you at the time of granting permission to those sites to share the relevant information.

Syngene will not collect any Personal Information about you unless you voluntarily provide this information to us. Some of this information that you may provide will identify you personally, either alone or in combination with other information available to us.

We collect the information to pursue our legitimate business interests for example screening CV's of prospective candidates, establishing communication with prospective customers and personnel with general/ business inquiries.

We use the Personal Information only for the above-mentioned purposes for which it has been collected. We do not retain information after the purpose for which it is collected is accomplished unless the same is required to be retained under any law in force or for audit purposes. In such cases also, confidentiality of such information is maintained as per the data retention policies of the Company.

You also have the option to subscribe/ opt-in to receive brochures and marketing and research related materials. You can always opt-out of such options by writing to BDC@syngeneintel.com or click the "unsubscribe" link at the bottom of an email newsletter received by you from us. Syngene shall adhere to your preferences.

REASONABLE SECURITY PRACTICES & PROCEDURES

In order to prevent unauthorized disclosure or access of the Personal Information we have put in place reasonable security practices and procedures comprising of managerial, technical, operational and physical security controls that comply with all applicable laws and regulations to protect your personal data from unauthorized or inappropriate access, alteration, disclosure and destruction.

Users are responsible for maintaining the secrecy of their own passwords. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us by contacting us at DPO@syngeneintl.com.

INFORMATION SHARING

We have office operation in an international location i.e. Syngene USA Inc., and we share information between our group companies for business and administrative purposes.

Where required or permitted by law, information may be provided to others, such as regulators and law enforcement agencies.

From time to time, we may consider corporate transactions such as a merger, acquisition, reorganization, asset sale, or similar. In these instances, we may transfer or allow access to information to enable the assessment and undertaking of that transaction. If we buy or sell any business or assets, personal data may be transferred to a third parties involved in the transaction.

Where we transfer personal data outside of European Union (EU), we either transfer personal data to countries that provide an adequate level of protection (as determined by the European Commission) or have appropriate safeguards in place. Appropriate safeguards to cover these transfers are in the form of standard contractual/data protection clauses adopted by the European Commission and where transfers are to the US, we may rely on Privacy Shield certification.

DATA STORAGE AND RETENTION

Your personal data is stored in databases of our trusted third-party service providers. We contractually require those third parties to keep data secure and confidential and we do not allow them to disclose your Personal Information to others without our authorization, or to use it for their own purposes.

Syngene shall retain your Personal Information pursuant to the business purposes and in line with our retention policies.

INDIVIDUAL RIGHTS

You may have certain rights relating to your personal data provided for under applicable law. These are the right to:

- Request access to your personal data and the processing activities on the personal data.
- Request that your personal data is rectified if it is inaccurate or incomplete
- Request erasure of your personal data in certain circumstances.
- Request restriction of the processing of your personal data in certain circumstances.
- Object to the processing of your personal data in certain circumstances.
- Receive your personal data provided to us as a controller in a structured, commonly used and machine-readable format in certain circumstances.
- Lodge a complaint with a relevant authority.
- Withdraw your consent provided at any time by contacting us.

To exercise the rights outlined above in respect of your personal data please contact the details available in the contact section below. We will endeavor to respond to you within appropriate timelines as required by the law.

Please note that Syngene may need to retain certain personal data for recordkeeping purposes and/or to complete any transactions that you began prior to requesting a change or deletion.

PROTECTION OF MINOR'S INFORMATION

The website is not directed to children under the age of sixteen (16). Syngene does not knowingly solicit Personal Information from or market to anyone under sixteen (16) years of age. If you believe that we have received information from a minor, please notify us immediately and we will ensure that reasonable efforts will be made by us to delete such information from our database.

EXTERNAL LINKS

Our website may contain links to other sites including social media links (Stock Exchange – BSE/NSE, social media platforms, HR success factors), event sites etc. whose information practices may be different from ours/. You should read such third party's websites privacy notices prior to interacting or providing any of your Personal Information. Syngene does not control those sites or their privacy practices. We do not endorse or make any representations about third-party websites.

CHANGES TO THIS POLICY

Please note that this policy may change from time to time. Changes to the policy will be approved and updated by DPO. Please visit our website to keep abreast of any changes to the policy.

CONTACT US: If you have any questions regarding our privacy policy or the practices described herein, you may contact us at DPO@syngeneintl.com for more information.