

Corporate Identity:	Shivora Edge Private Limited	CIN:	U78300UP2026PTC253383
Registered Office:	New Colony, Azamgarh Road, Lamhi, Varanasi, UP - 221007	Official Email:	hr@shivoraedge.com
Official Website:	www.shivoraedge.com	Effective Date:	October 3, 2026

1. INTRODUCTION & OVERVIEW

Shivora Edge Private Limited ("Company", "we", "us", or "our"), operating under Corporate Identification Number **U78300UP2026PTC253383**, is committed to safeguarding the privacy, confidentiality, and security of personal data collected from candidates, clients, vendors, employees, and users visiting our official portal (www.shivoraedge.com).

As a professional recruitment and staffing enterprise, the collection, analysis, and processing of personal data are fundamental to matching job opportunities with prospective candidates and providing executive search, permanent placement, and contractual staffing services. This Privacy Policy details how we handle personal data in compliance with applicable laws, including the *Digital Personal Data Protection Act, 2023 (DPDP Act)*, the *Information Technology Act, 2000*, and international data protection standards.

2. SCOPE OF POLICY

This Privacy Policy applies to:

- **Job Applicants & Candidates:** Individuals seeking permanent, temporary, or contractual employment with our client organizations or directly with Shivora Edge Private Limited.
- **Client Representatives:** Key management, hiring managers, HR representatives, and personnel of business clients requesting staffing solutions.
- **Website Visitors & Users:** Individuals accessing and interacting with our online services at www.shivoraedge.com.
- **Third-Party Vendors & Service Providers:** Contractors, background verification partners, and software service providers working in connection with our operational business.

3. CATEGORIES OF PERSONAL DATA COLLECTED

To deliver high-quality placement and staffing solutions, we collect specific categories of personal and professional information:

A. Candidate Information

- **Identity & Demographic Information:** Full name, date of birth, gender, marital status, nationality, father's/ guardian's name, and photographs.
- **Contact Information:** Residential address, personal email address, telephone numbers.
- **Professional & Educational Background:** Curriculum Vitae (CV) / Resume, academic history, professional certifications, work experience, previous job designations, achievements, awards, and portfolios.

- **Financial & Identity Verification Data:** Current salary/CTC, expected compensation, PAN details, Aadhaar number, passport details (for international assignments), background verification clearance reports, and bank account details (for direct/deputed staffing).
- **Evaluation Data:** Interview performance notes, skill assessment tests, reference check feedback, aptitude scores, and recruiter evaluations.

B. Client & Vendor Information

- Business contact details (names, designations, corporate email addresses, office telephone numbers).
- Corporate billing address, Tax identification numbers (GSTIN, PAN), billing records, and contract terms.

C. Technical & Automatically Collected Data

- IP address, browser type, operating system, device details, session logs, time zone, referral URLs, and interactions on www.shivoraedge.com.

4. METHODS OF DATA COLLECTION

We collect personal data through multiple physical and digital touchpoints:

- Direct submission of resumes via our portal (www.shivoraedge.com), email correspondence to hr@shivoraedge.com, or in-person interactions.
- Online applications on third-party job boards, recruitment platforms, professional social networks (e.g., LinkedIn), and recruitment fairs.
- Information provided by referees during pre-employment credential verification.
- Client feedback and evaluation reports following job interviews.
- Automated data gathering mechanisms on our web portal (cookies, analytical tags, and server logs).

5. PURPOSE AND LEGAL BASIS FOR PROCESSING

Shivora Edge Private Limited processes personal data exclusively for legitimate business purposes connected to our core staffing operations:

Purpose of Processing	Description & Scope	Legal Basis
Talent Acquisition & Matching	Assessing candidate profiles, matching skillsets against client requisitions, shortlisting, and submitting candidate dossiers to potential employers.	Consent / Legitimate Interest
Background Verification	Conducting pre-employment background screening, educational verification, prior employment validation, and credential checks.	Consent / Contractual Obligation
Staffing & Payroll Services	Onboarding contractual employees, administering payroll, managing statutory compliance (PF, ESIC, Tax deductions), and benefit administration.	Legal Obligation / Contract Execution
Client Relationship Management	Executing service agreements, billing, managing ongoing recruitment pipelines, and delivering operational updates.	Contractual Performance
Regulatory & Legal Compliance	Fulfilling statutory mandates under Indian labor laws, taxation frameworks, court orders, or law enforcement inquiries.	Legal Mandate

6. SHARING AND DISCLOSURE OF DATA

We do not sell, rent, or trade your personal data to third parties for commercial marketing purposes. Data is shared strictly on a need-to-know basis under strict confidentiality obligations as outlined below:

- **Prospective Employers & Corporate Clients:** Profiles, resumes, evaluation notes, and background verification summaries are shared with hiring companies for recruitment consideration.
- **Background Verification Agencies:** Authorized third-party vetting agencies tasked with checking academic degrees, past employment history, and criminal background checks.
- **Third-Party Service Providers:** Cloud hosting facilities, Applicant Tracking System (ATS) vendors, payroll processors, IT infrastructure support, and software system administrators operating under executed Data Processing Agreements (DPAs).
- **Legal and Statutory Authorities:** Government agencies, statutory bodies, tax authorities, regulatory entities, or law enforcement authorities when legally compelled under Indian jurisdiction.

7. DATA RETENTION POLICY

Shivora Edge Private Limited retains personal data only for as long as necessary to fulfill the purposes for which it was collected, or to comply with statutory legal, accounting, and reporting obligations.

- **Active Job Seekers:** Profile data is retained in our active candidate database to consider you for future relevant career opportunities for up to 3 years from your last interaction, unless consent is explicitly revoked.
- **Placed / Deputed Staff:** Onboarding, payroll, and employment records are retained for the statutory period prescribed under Indian employment and tax statutes (typically 7–10 years).
- **Unsuccessful Applicants:** Basic application records are retained for 12 to 24 months to address potential recruitment inquiries or future matching, after which data is securely purged or anonymized.

8. DATA SECURITY AND TECHNICAL SAFEGUARDS

We implement robust technical, physical, and organizational security measures designed to protect your personal information from unauthorized access, alteration, disclosure, accidental loss, or destruction.

- End-to-end data encryption in transit (SSL/TLS protocols) and encryption at rest for database servers.
- Strict Role-Based Access Controls (RBAC) limiting access to candidate databases strictly to authorized recruitment teams and HR managers.
- Regular security audits, network firewall implementation, anti-malware protections, and vulnerable threat monitoring.
- Mandatory data confidentiality training for all corporate employees and internal recruiters.

9. CANDIDATE RIGHTS AND CHOICES

Under the DPDP Act, 2023, and applicable privacy regulations, you possess specific statutory rights regarding your personal information:

- **Right to Access:** You can request a summary of the personal data we hold about you and processing activities undertaken.
- **Right to Correction & Erasure:** You have the right to update incomplete/inaccurate data or request deletion of your profile from our candidate portal.
- **Right to Withdraw Consent:** Where processing is based on consent, you may withdraw your consent at any time without affecting prior lawful processing.

- **Right to Grievance Redressal:** You have the right to register a formal complaint with our designated Data Protection Officer regarding data handling.

To exercise any of these rights, please submit a written request to hr@shivoraedge.com.

10. THIRD-PARTY LINKS & EXTERNAL PORTALS

Our website (www.shivoraedge.com) may contain web links to third-party portals, client portals, or external websites. Shivora Edge Private Limited does not control, endorse, or accept responsibility for the privacy practices, policies, or content of third-party websites. Users are advised to review external privacy notices before submitting personal data.

11. COOKIES AND WEB ANALYTICS

Our website uses essential and analytical cookies to optimize user experience, maintain portal security, and analyze website traffic. Users can manage cookie preferences directly through their browser settings. Disabling essential cookies may impair web functionality and application submission procedures.

12. PRIVACY POLICY UPDATES

Shivora Edge Private Limited reserves the right to modify, amend, or update this Privacy Policy at any time to reflect legislative changes, operational enhancements, or evolving industry practices. Updated versions will be published on www.shivoraedge.com with a revised "Effective Date". Continued interaction with our services signifies acceptance of the updated terms.

13. GRIEVANCE OFFICER & CONTACT INFORMATION

In compliance with the Information Technology Act, 2000, and the DPDP Act, 2023, if you have any questions, concerns, or grievances regarding the processing of your personal data or this Privacy Policy, please contact our designated Grievance Officer:

Grievance Redressal Officer / HR Governance

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