	GGEPII PII Consent Request Policy & Consent Request Form	Doc. No.	DPDPA/P&F/ITHRL/0001
		Rev. No.	01
		Effective Date	27.01.2026

DPDPA_PII_CRP_CRF_GGEPII

GGEPII PII Consent Request Policy and Consent Request Form

The Policy & Form is Addendum to F/HRD/01

1.0 Purpose:

The purpose of this policy is to explain why Personal Identifiable Information (PII) is collected, and to explain the rights and duties of the Data Principal and the Data Fiduciary or Significant Data Fiduciary.

The purpose of this form is to collect Personal Identifiable Information (PII) from a Data Principal, by the Data Fiduciary or Significant Data Fiduciary, in accordance with the Digital Personal Data Protection Act, 2023 as well as the Digital Personal Data Protection Rules, 2025.

2.0 Scope:


The scope of this policy includes, but is not limited to, all Data Principals employed by GGEPII, such as permanent employees, workers, company staff, contract employees, contract organizations, contractor's contractors, temporary employees, freelancers, trainees, probationers, interns, retainers, Consultants, visitors and third-party staff. Henceforth, in this document, all the above persons will be called "employee."

3.0 Description

3.1 Collection of PII

Data Fiduciary or Significant Data Fiduciary (GGEPII) will request consent for Data Principal (new joiner or employee) to collect PII for the following reasons, classified into three broad categories:

For **collecting and using employee information for statutory, administrative, and employment-related purposes** - These include enrolling the new joiner or employee in statutory and welfare schemes such as PF, ESIC, gratuity, medical insurance, and bank accounts; fixing remuneration, perks, tax exemptions, maternity benefits, and eligibility for specific job roles; and confirming identity details such as citizenship, marital status, nominee and family information. They also cover requirements for opening communication channels, maintaining postal and email

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correspondence, recording birthdays for leave benefits, and ensuring legal compliance for driving company or personal vehicles.

For enabling **safety, health, and emergency preparedness** - This includes collecting medical and fitness details to assess workplace suitability, recommending special medical tests, identifying emergency contacts, doctors, or hospitals, and enabling immediate action during health emergencies. It also involves background verification through references, reconfirming identity through unique identification marks, and determining who is legally authorized to use organizational assets or vehicles.

For enabling **career development, engagement, and organizational alignment** - These include understanding past experience and capabilities for career planning, performing SWOT analysis for professional development, aligning extra-curricular and sports interests with organizational activities, confirming language preferences for communication, and providing local concessions or privileges where applicable. Together, these purposes ensure smooth onboarding, compliance, employee well-being, and long-term professional growth within the organization.

The following is a detailed explanation of various reasons for which PII is collected from new joiner or employee by GGEPII:

3.1.1.Full name, Age, Date of Birth, Family details - In order to enroll in PF or ESIC

3.1.2.Full name, Employee ID - In order that the new joiner or employee can use organizational assets


3.1.3.Salary details and break-up of all previous employment - In order to fix remuneration and other perks

3.1.4.Full name, Office mail ID - In order to send mail as well postal communication to new joiner or employee

3.1.5.All medically related details including medical history - In order to provide medical insurance

3.1.6.Phone numbers - In order to inform friends and relatives of new joiner or employee in case of emergency

3.1.7.Self and parents' details, spouse's and children's details, PAN card, Aadhar card - In order to open a bank account for the new joiner or employee

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3.1.8. Driving licence - In order to identify who is legally allowed to drive company-offered vehicles

3.1.9. Driving licence - In order to identify who is legally allowed to drive own vehicle

3.1.10. PAN card, Aadhar card - In order to enable new joiner or employee to take a house on rent, if the new joiner or employee is coming from another city or state

3.1.11. Full family details - To get nominee and family details for PF (Form 2), Gratuity (Form F) and ESIC

3.1.12. Full name, Age, Sex, Spouse details - To provide special privileges such as maternity leave, as applicable

3.1.13. Full name, experience certificates from previous organizations - To confirm eligibility for working at a particular job position

3.1.14. Full name, Date of birth - To get information on birthday, for providing half-day birthday leave

3.1.15. PAN card, Aadhar card - To confirm citizenship status

3.1.16. Family details, spouse's details, children's details - To confirm marital status and availability of children for allowing expenses to be proved for tax exemption purposes

3.1.17. Detailed resume - To understand past capabilities of the new joiner or employee for career planning


3.1.18. Full name, caste, religion - To provide local concessions or privileges based on caste or religion

3.1.19. Full name, unique identification marks - To re-confirm identification the new joiner or employee based on unique identification marks

3.1.20. Languages known - To confirm mode of communication to new joiner or employee using specific language or languages

3.1.21. Detailed medical history - To understand the fitness and medical conditions of new joiner or employee to assess suitability to place of work

3.1.22. All Certifications - To align extra-curricular and sports activities of the new joiner or employee to extra-curricular and sport activities of our organization

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3.1.23. Detailed resume - To perform SWOT analysis of the new joiner or employee for professional development

3.1.24. Detailed resume, references from previous organizations - For performing background checks of the new joiner or employee using senior references

3.1.25. Full name, mail IDs, employee ID - For identifying uniqueness in assets allocated to the new joiner or employee

3.1.26. Detailed medical history - For identifying emergency doctor or hospital related to new joiner or employee, to act immediately in the event of a health emergency

3.1.27. Detailed medical history - For recommending special tests to be taken by new joiner or employee, during annual medical check-up


3.2 Sharing of PII with other persons or organizations

Based on Factories Act and/or other statutory and compliance requirements for running an organization, PII will be shared with Government authorities, banks, insurers, verification agencies and professional advisors. The purpose of sharing PII will be communicated to the new joiner or employee by GGEPIIL. The process of giving and withdrawing consent, and the process of escalating to Data Protection Board, will be communicated to the new joiner or employee by GGEPIIL.

3.3 Communication to new joiner or employee regarding consent and escalation

The new joiner or employee will provide consent to share PII with GGEPIIL. The new joiner or employee has the right to withdraw consent at any point of time. Except for legal and regulatory reasons, GGEPIIL will return and/or destroy the PII of the new joiner or employee, within 48 hours of withdrawal of consent. The new joiner or employee can escalate GGEPIIL to Data Protection Board if a genuine need arises.

I have no objection in sharing all related PII. I give my full consent to GGEPIIL.

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(Signature or thumb impression of employee or other Data Principal, with date)