

**Privacy Notice for California Resident Employment Candidates**

**This Privacy Notice applies to Genpact employment candidates who are California residents. This notice is provided as a means of complying with the California Consumer Privacy Act of 2018 (“CCPA”).**

Genpact and our affiliated companies worldwide (“Genpact”) are a global professional services firm focused on delivering digital transformation for our clients. This notice is to make you aware of the categories of personal information we collect and the purposes for collecting that information. If you have any questions or concerns about this privacy notice or your personal data, please contact us at [DPO.Genpact@Genpact.com](mailto:DPO.Genpact@Genpact.com).

**Categories of Personal Information & Purpose(s) for Collection**

Genpact may collect certain personal information directly from you as well as from other available sources to the extent relevant and permitted by applicable local law.

Genpact is required to collect and process your personal data for legitimate business purposes, which include Genpact’s recruitment and/or resourcing activities. When you apply for a role with Genpact you do so voluntarily and can at any time withdraw your application.

The personal information collected includes:

<b>Category</b>	<b>Examples</b>	<b>Purpose(s) for Collecting</b>
Identifiers	Name, online user name, gender, home address, personal and/or business telephone number, personal and/or business email address, date of birth and other contact details.	This information is necessary for communicating with you, in the context of recruitment activities in accordance with the legitimate business interests of the company. This includes: to obtain additional information about your suitability for the role where necessary, to inform you of job openings, to authenticate you to our online recruitment management system, and to provide you with information relating to your application and to fulfill your requests.  This information is also collected for managing recruitment and resourcing activities, including activities related to organizational planning. We may use your information to set up and conduct interviews and assessments, to evaluate, select and recruit applicants, and to contact third party references provided by you.
Educational and professional details	Competencies, skills, experience and education, e.g. your CV or resume, previous employment, educational details, qualifications, and third-party references.	This information is necessary to confirm your identity through background checks (should you be selected for an open position) and to assess your qualifications for your role at Genpact.
Technical information	When you access our services online, our web servers automatically create records of your visit.	Please read our <a href="#">Global Privacy Notice</a> for more information.

Information collected during an interview	We may maintain audio/ video records of the interview (in case of telephone interviews or video enabled interviews) as well as comments noted by our interviewers.	This information is collected to evaluate, select, and recruit applicants as part of managing our recruitment activities.
Information from public sources	Other information related to reference checks, depending on the position you are applying for.	This information is collected where necessary for recruitment activities.
Health information	Health information such as disability status.	This information is collected in order to make any necessary accommodations during our interview process.
Accommodation for disabilities	In certain instances, we may receive or request information related to health such as disability status.	This information is collected in order to make any necessary accommodations during the interview process.
Protected classification characteristics under California or federal law	Age, nationality, citizenship. We also ask whether you speak any languages other than English (although this is not a protected classification).	This information is collected to check your suitability for a specific role and working location.
Preferences	Preferred country of employment, areas of interest, as well as your preferred mode of communication when interacting with Genpact.	The information request is necessary for communicating with you, in context of recruitment activities in accordance with the legitimate business interests of the company. This includes: to obtain additional information about your suitability for the role where necessary, to inform you of job openings, and to provide you with information relating to your application and to fulfill your requests.

This information will be collected by Genpact in a number of ways through multiple channels during the recruitment process and over time during our relationship with you:

- Directly from you (when you apply online, via email, or in person)
- Through referrals from your friends, family of professional contacts, and your contacts who work at/with Genpact
- From third parties (through recruitment agencies and background verification agencies), which may also include public sources such as professional networking platforms.

Some other reasons why we collect the above categories of personal information (in addition to those mentioned above) include:

<b>Purpose</b>	<b>Details</b>
Audit compliance	We may process personal data as part of our audit processes and engage third party auditors, from time to time in accordance with the legitimate business interests of the company and/or where necessary in defense or exercise of our legal rights.

New employment opportunities	If you have expressed an interest in working for us in the future, we may retain relevant documents collected during the recruitment process containing your personal data for future employment related opportunities
Prevention of fraud	We may process your personal information for the purpose of fraud prevention in pursuit of the legitimate business interests of the company.
Monitoring and development of our recruitment process	We may use your personal data to develop and improve our recruitment processes, websites and other related services. This is in accordance with our legitimate business interests to improve the services we provide. Where feasible, we shall use aggregated anonymous information in the context of such development activities.

If you have been selected to move forward in the recruitment process, we may collect additional information such as Government ID, expectation of compensation details, information relating to your family members (for benefits administration), passport, visa and work permit (if necessary), and background check reports including educational, employment and criminal checks where permitted by local law. Also, in certain cases, we may collect your bank account details, details of the expense incurred and relevant bills to reimburse any expenses incurred by you during the interview processes. We may also gather information related to race, ethnic origin, or religious beliefs for diversity surveys.

You may refer to the [Global Privacy Notice](#) for more information on Genpact policies and practices around handling personal data.

This processing is necessary for Genpact to pursue our legitimate business interests, to keep our business data and your personal data secure and confidential, and in some cases to protect or defend our legal rights.

In the future, if we intend to process your personal information for a purpose other than those mentioned above, we will update this notice and, if necessary, obtain your consent.

### **Changes to our Privacy Notice**

This privacy notice was last updated in July 2021. When required, we will notify you of changes, however we would recommend that you refer to this notice from time to time to check for any updates.