

## 1. Introduction

This privacy notice tells you about the information we process about you whilst you are an employee of our organization, and in some cases after you cease to be an employee. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

## 2. Who are we?

Simptra Technologies Pvt. Ltd. is a wholly owned subsidiary of Tech4JC Pte. Ltd. (Trade name FYNXT), which is a Singapore-based fintech organization that empowers Financial Institutions with the Next-Gen Digital Front Office Platform.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

## 3. How do we use your personal data?

When you submit an application for employment to us, we ask you for your name, your email address and a brief description of your application.

- As a general part of your employment
- Making sure you get paid and pay the right tax
- For your health and safety
- To review and assess your performance at work
- As part of training and development

### 3.1. As a general part of your employment

When you become an employee of Simptra Technologies Pvt. Ltd., we need you to provide a variety of personal information, including your name, address, contact telephone number, date of birth and next of kin. Without this information we will be unable to employ you.

This information is collected to be able to put in place and maintain our employment contract with you, and to allow you to participate in the business activities for which you have been employed.

During your employment with us we will generally collect additional information about you to allow us to meet further legal obligations in areas such as equal opportunities monitoring. This may include details of gender, racial origin, disability and trade union membership.

Information about your employment with us is stored and processed within a third-party Human Resources system which is based within India. The provider of this system is contractually bound to provide appropriate safeguards over your personal data.

We will keep information about your employment with us for as long as you are an employee, and for a period of three years after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

### 3.2. Making sure you get paid and pay the right tax

As part of our employment contract with you, and to meet our legal obligations to the tax authority, we need to hold details of your salary or wage rate, terms and conditions, benefits, hours worked, tax code, previous earnings and, if applicable, other information to do with overtime, bonuses and pensions.

Without this information we will be unable to pay you.

This information is shared with a third-party payroll bureau which is situated in India We have an agreement in place with them, which commits them to providing appropriate safeguards over your personal data.

We will keep information about your pay and benefits for as long as you are an employee, and for a period of three years after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

### 3.3. For your health and safety

To meet our legal obligations in the area of health and safety, we hold information about your health, including details of occupational health reports, injuries and sickness. This information is required by law.

This data is shared with a third-party occupational health agency which is based in India.

Information about you in the area of health and safety will generally be retained for as long as you are an employee, except where we are legally required to keep it for a longer period as specified within the relevant legislation.

We do not use the information you provide to make any automated decisions that might affect you.

### 3.4. To review and assess your performance at work

During your employment information may be generated about your performance at work and, in some circumstances, regarding disciplinary action or warnings. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that work is completed to an acceptable standard in support of our business processes.

This information is held locally within the business and is not shared with any third parties.

Performance and disciplinary information is held for as long as you continue to be an employee, and for a period of one year after the end of your employment, unless it is necessary to defend a legal claim.

We do not use the information you provide to make any automated decisions that might affect you.

### 3.5. As part of training and development

As part of training and employee development activities, we may keep records of training courses attended and other learning opportunities, including the nature of the activity and the dates attended. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that adequate training is provided and that our employees are suitably qualified to fulfil their roles within the business.

This information is held locally within the business and is not shared with any third parties.

Information about training and development is held for as long as you continue to be an employee, and for a period of one year after the end of your employment, unless we are required to keep it for legal reasons.

We do not use the information you provide to make any automated decisions that might affect you.

## 4. Your rights over your information

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

In those cases where we process your information for contractual reasons, you can ask us to give you a copy of the information.

If you believe we are not using your information lawfully you can ask us to stop using it for a period of time. In some circumstances, you may have the right to ask us to erase your personal data.

## 5. Your right to complain

If you have a complaint about our use of your information, you can contact the Information Security Steering Committee via the website at [issc@fynxt.com](mailto:issc@fynxt.com) or write to them at:

Information Security Steering Committee  
Simptra Technologies Pvt Ltd  
Branch Office  
1008-1009 Swastik Universal Building,  
Dumas Rd, New Magdalla,  
Surat, Gujarat 395007.