

# Intern and Candidate Privacy Notice

Version 1.0 · Effective 21 October 2026

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## Purpose and scope

This notice explains what personal data TrackMy Tech Private Limited (“the Company”, “we”, “us”) collects when you apply for an internship through our careers pages on [trackmytech.in](https://trackmytech.in) or [services.trackmytech.in](https://services.trackmytech.in), and when you work with us as an intern. It explains why we use it, who we share it with, how long we keep it, and the rights you have.

We follow India’s Digital Personal Data Protection Act, 2023 (“DPDP Act”). Under the DPDP Act, the Company is the **Data Fiduciary** for your personal data, and you are the **Data Principal**.

This notice applies to candidates (anyone who applies) and interns (anyone who accepts an internship offer), whether paid or unpaid, remote, on-site or hybrid. It does not cover your general use of our websites; that is covered by our website Privacy Policy and Cookie Policy.

## 1. Personal data we collect

### 1.1 When you apply, you give us:

- (a) your full name, email address and phone number;
- (b) your university or college, academic department and year of study;
- (c) the role you are applying for;
- (d) your resume (PDF, DOC or DOCX file) and anything you choose to include in it; and
- (e) optionally, your GitHub and LinkedIn profile URLs.

### 1.2 During selection, we create:

- (a) internal notes made by our hiring team about your application;
- (b) your hiring status (for example, applied, shortlisted, interviewed, offered, rejected); and
- (c) interview details, such as the date, time, mode (online or in person) and meeting link or location.

### 1.3 When we make an offer and you accept it, we record:

- (a) the letters we issue to you (for example, offer letters and, later, certificates or experience letters); and

(b) at offer signing, the name you type, the date and time of signing, and the IP address of the device you sign from.

1.4 **During the internship**, we may also process information needed to run the internship, such as your work account details, attendance or task records, and, if a stipend is paid, the details needed to pay it through the Company's bank.

1.5 **Please do not include** in your resume or messages any sensitive information we do not need, such as Aadhaar number, bank details, health information, religion, caste, or photographs of identity documents. If we need identity or bank documents after you join, we will ask for them separately and tell you why.

1.6 **Age.** Our internships are open to applicants aged 18 or over. If you are under 18, please do not apply without first contacting us at [careers@trackmytech.in](mailto:careers@trackmytech.in), as we would need verifiable consent from your parent or lawful guardian.

## 2. Why we use your personal data

2.1 We use your personal data only for these purposes:

- (a) to receive, review and assess your application against the role;
- (b) to contact you about your application, schedule interviews and tell you the outcome;
- (c) to prepare, issue and record the acceptance of offer letters and internship agreements;
- (d) to manage your internship, including onboarding, giving and removing system access, supervision, stipend payment (if any), and issuing certificates and experience letters;
- (e) to verify your internship to a third party (for example, your university or a future employer) when you ask us to;
- (f) to keep records needed to protect our legal rights, resolve disputes, and meet legal obligations; and
- (g) to keep our systems secure and prevent misuse.

2.2 We do not sell your personal data, and we do not use it for advertising or marketing.

## 3. Legal basis and consent

3.1 **Consent.** We process candidate data on the basis of your consent, which you give when you submit your application after being shown this notice. For interns, we process data on the basis of the consent given at application and at offer signing.

3.2 **Legal obligations.** Some records may be kept because the law requires it, for example tax, accounting or workplace records, or to respond to a lawful request from an authority.

3.3 **Your consent is free, specific and informed.** You can choose not to apply. You can withdraw consent at any time (see section 7). Withdrawing does not affect processing already done before withdrawal.

## 4. Who we share your personal data with

4.1 Your personal data is accessed only by Company personnel involved in hiring or in managing your internship.

4.2 We use the following service providers (**Data Processors**) to run our careers system. They process data only on our instructions:

| Processor                                       | What they do                                                                                                                                             | Data involved                                            |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Cloudflare, Inc.                                | Hosts our careers system. Application and hiring records are stored in Cloudflare D1 (database) and resume files and letters in Cloudflare R2 (storage). | All data in section 1                                    |
| Zoho Corporation (Zoho Mail, India data centre) | Sends and receives emails about your application, interviews and offer.                                                                                  | Name, email address, and the contents of emails          |
| Google Meet                                     | Hosts online interviews.                                                                                                                                 | Name, email address, and what you share in the interview |

4.3 Cloudflare is a global service. Your data is stored and processed on Cloudflare's global network, which may store data outside India. Any transfer outside India will be made only as permitted under the DPDP Act and any restrictions notified by the Government of India.

4.4 We may also disclose personal data:

- (a) to your university or college, only where you ask us to, or where your internship is part of a credit or placement programme that requires us to report to it;
- (b) to our professional advisers (such as lawyers and auditors) under a duty of confidentiality; and
- (c) to a court, regulator, police or other authority where the law requires us to.

## 5. How long we keep your personal data

5.1 We keep personal data only for as long as needed for the purposes in section 2, after which we delete it, unless the law requires us to keep it longer:

- (a) **Unsuccessful candidates:** 12 months from the final decision on your application, so that we can respond to queries and consider you for similar roles if you agree.
- (b) **Interns:** the duration of the internship plus 3 years, so that we can issue certificates and experience letters, verify your internship when asked, and meet legal obligations.
- (c) **Offer-signing records** (typed name, timestamp, IP address) and signed letters: the same period as the intern record, as evidence of the agreement.

5.2 If you withdraw consent or ask us to erase your data, we will delete it sooner, unless we need to keep part of it to comply with the law.

## 6. How we protect your personal data

6.1 We use reasonable security safeguards to protect your personal data, including access controls so that only authorised personnel can view applications, encrypted connections (HTTPS), and the security measures of our processors.

6.2 If there is a personal data breach affecting you, we will inform you and the Data Protection Board of India as required by the DPDP Act and the rules made under it.

## 7. Your rights

7.1 Under the DPDP Act you have the right to:

- (a) **Access:** ask for a summary of the personal data we hold about you, the processing we carry out, and the identities of the processors we have shared it with;
- (b) **Correction and completion:** ask us to correct inaccurate or misleading data, complete incomplete data, or update your data;
- (c) **Erasure:** ask us to erase personal data that is no longer needed for the purpose it was collected, unless the law requires us to keep it;
- (d) **Withdraw consent:** withdraw your consent at any time, as easily as you gave it, by emailing [careers@trackmytech.in](mailto:careers@trackmytech.in). If you withdraw consent during the selection process, we will stop considering your application. If you are an intern, withdrawal may mean we can no longer continue the internship, but it will not affect records we must keep by law;
- (e) **Grievance redressal:** raise a complaint with us about how we handle your personal data (see section 8); and
- (f) **Nomination:** nominate another person to exercise your rights on your behalf if you die or become unable to act due to unsoundness of mind or physical incapacity. To nominate, email us the name and contact details of your nominee.

7.2 To exercise any right, email [careers@trackmytech.in](mailto:careers@trackmytech.in) from the email address you used to apply, or tell us how else we can verify your identity. We will not charge a fee.

7.3 As a Data Principal you also have duties under section 15 of the DPDP Act, including not providing false information and not filing frivolous complaints.

## 8. Grievance redressal and contact

8.1 If you have a question or complaint about how we handle your personal data, contact our Grievance Officer:

- Grievance Officer: Rahul D K, Executive Director
- Email: [rahuldk@trackmytech.in](mailto:rahuldk@trackmytech.in), or [careers@trackmytech.in](mailto:careers@trackmytech.in) (please mark the subject “Data Protection”)
- General: [admin@trackmytech.in](mailto:admin@trackmytech.in)

- Post: TrackMy Tech Private Limited, EDB 210, Incubation Centre, VISTAS, Pallavaram, Chennai, Tamil Nadu 600117

8.2 We will acknowledge your complaint promptly and respond within 30 days, and in any case within the period prescribed under the Digital Personal Data Protection Rules, 2025.

8.3 **Data Protection Board of India.** If you are not satisfied with our response, or we do not respond within the time stated, you may complain to the Data Protection Board of India under the DPDP Act. The DPDP Act requires you to first use our grievance redressal process before approaching the Board.

## 9. Changes to this notice

9.1 We may update this notice from time to time. The current version and its effective date will be available on our careers pages. If a change materially affects how we use your data, we will tell you by email and, where needed, ask for your consent again.

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## Acknowledgement

*By accepting your offer online, you confirm that you have read and understood this Intern and Candidate Privacy Notice.*