



Privacy Policy – Your Guide to Protecting Personal Data at Quantamatik Consulting LLP

Effective Date: 30/09/2024

Last Updated: 30/09/2024

Quantamatik Consulting LLP, a company deeply committed to safeguarding individuals' privacy, is dedicated to ensuring the security of personal data processed by us. This unwavering commitment to data privacy is the foundation of our operations.

This Privacy Policy explains how we collect, process, share, store, and protect your data per applicable Indian laws, including the **Digital Personal Data Protection Act, 2023 (DPDP Act)**, the **Information Technology Act, 2000**, and, where relevant, **GDPR** for overseas users.

By accessing our website or using our services, you play a vital role in protecting your data privacy, as described in this Privacy Policy. Your acceptance of these practices is not only a key step in data protection but also shows your active role in safeguarding your personal information.

1. Scope & Applicability:

This policy applies to:

- All personal data collected by **Quantamatik Consulting LLP** through its website, services, and business activities in India or related to individuals in India;
- All categories of data principals (clients, vendors, employees, job applicants, website visitors, etc.);
- Data processed during global operations with safeguards for cross-border data transfers.

2. Definitions:

- **Personal Data:** Any information about an individual who can be identified by or relates to such data.
- **Sensitive Personal Data (SPD):** Includes financial, biometric, health, sexual orientation, caste, or religious beliefs (processed only with explicit consent).
- **Data Principal:** The person whose data is being processed.
- **Data Fiduciary:** **Quantamatik Consulting LLP.**
- **Processing:** Collection, storage, use, disclosure, transfer, or erasure of personal data.
- **Consent Manager:** A registered entity (if used) that allows data principals to give and manage consent.

3. What Personal Data We Collect:

We may collect these types of personal data:

Category	Examples
Identity Data	Name, contact number, email address, IP addresses.
Employment Data	CVs, educational background, experience, job preferences.
Client/Business Data	Company name, designation, contact details.
Technical Data	Browser, OS, device type, cookies, IP addresses.
Usage Data	Pages visited, time spent, clicks, session logs.
Sensitive Data (if any)	Biometric, health, or financial data (with explicit consent).

4. How We Collect Data:

We gather personal data:

- **Directly from you** – when you fill out forms, submit applications, or communicate with us;
- **Automatically** – via cookies, analytics tools, or logging technologies on our website;
- **From third parties** – such as recruiters, job portals, service partners, or public sources.

5. Legal Basis for Processing:

We process your data on the following grounds:

- **Consent** – for marketing, job applications, sensitive data, or optional features;
- **Legitimate use** – for client engagement, employee management, IT operations;
- **Contractual Necessity** – for fulfilling our service agreements;
- **Legal Obligations** – where required under tax, regulatory, or judicial laws.

6. Purpose of Processing:

We use your data for:

- Providing IT consulting and development services;
- Managing recruitment, hiring, and the employee lifecycle;
- Enhancing user experience and website performance;
- Sending communications and service updates;
- Conducting analytics, audits, and internal reports;
- Meeting legal, regulatory, or compliance requirements;
- Ensuring information security and preventing fraud.

7. Consent & Withdrawal:

We obtain **freely given, specific, informed, and revocable consent** for collecting and processing personal data where required.

You can withdraw consent at any time by contacting us or through a registered Consent Manager (if applicable). Once you cancel, we will stop processing your data unless we are legally or contractually required to do so.

8. Data Sharing & Disclosures:

We may share your data with:

- **Authorised personnel** within **Quantamatik Consulting LLP** on a need-to-know basis;
- **Vendors, service providers, and partners** (e.g., cloud hosting, payroll processors, analytics);
- **Legal or regulatory authorities**, when mandated by law;
- **Successor entities** in the event of a merger, acquisition, or restructuring.

Note: We do not sell personal data under any circumstances. This principle is central to our data practices, ensuring your personal information is always respected and not used for commercial purposes.

9. Cross-Border Data Transfers:

When we transfer data outside India (such as to cloud services or international clients), we ensure:

- Transfers only to countries approved by the Indian Government, **or**
- Binding contractual clauses that ensure data protection comparable to Indian standards.

10. Data Retention:

We retain personal data only as long as necessary for the purpose it was collected or as legally required.

Data Type	Retention Period
Job Applicant Data	24 months or until consent is withdrawn.
Client Data	Contract term + statutory period (up to 7 years).
Employee Records	As per Indian labour/tax regulations.
Marketing / Cookie Data	Up to 12 months or until user opts out.

11. Rights of Data Principals:

As per the DPDP Act, you have the right to:

- **Access** your data;
- **Correction** of outdated or incorrect data.
- **Erasure** of data no longer necessary (subject to legal exceptions);
- **Nominate** a representative to exercise rights if incapacity occurs.
- **Withdraw your consent** at any time.

To exercise your rights, email us at connect@quantamatik.com. We will verify your identity and respond within **15 working days**.

12. Security Measures:

We implement appropriate administrative, technical, and organizational measures:

- Data encryption during transfer (TLS/SSL) and storage (where applicable).
- Role-based access control and multi-factor authentication.
- Staff training and non-disclosure agreements.
- Regular audits, firewalls, and intrusion prevention systems.
- Incident response protocols for breach notification.

13. Cookies & Tracking:

We use cookies to enhance user experience and collect analytics.

Cookie Type	Purpose
Essential Cookies	Core website functionality
Analytics Cookies	Understand traffic, user behaviour
Preference Cookies	Remember user settings, UI customization

Users may manage cookie settings through their browser or our cookie consent banner.

14. Children's Privacy:


Our services and website are not intended for individuals under the age of 18. We do not knowingly collect personal data from minors. If you believe data has been collected from a child, don't hesitate to get in touch with us for prompt deletion.

15. Grievance Redressal Mechanism:

Grievance Officer:

Quantamatik Consulting LLP

 Email: connect@quantamatik.com

 Phone: +91-91470 93084

 Address: Dakshin Nowapara, Sahebpara, P.O.+P.S. - Sonarpur, Kolkata – 700150

Company: Quantamatik Consulting LLP | **Registered Office:** Nowapara, Sahebpara, Sonarpur, Kolkata – 700150

Website: www.quantamatik.com | **Email:** connect@quantamatik.com | **Contact:** +91 9147093084

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We acknowledge grievances within **24 hours** and aim to resolve them within **seven working days** per the DPDP Act.

16. Changes to This Privacy Policy:

We might update this policy to reflect changes in law or company practices. Updates will be posted on our website with the "Last Updated" date. Significant changes will be communicated directly through email or notification banners.

17. Governing Law & Jurisdiction:

This policy is governed by Indian law, specifically the **DPDP Act, 2023**, and the **Information Technology Act, 2000**. Disputes shall be subject to the exclusive jurisdiction of the courts in **Kolkata**, West Bengal, India.

18. Summary Table:

Topic	Details
Applicable Law	DPDP Act 2023, IT Act 2000.
Legal Bases	Consent, Legitimate Use, Contract, Legal Obligation.
Rights of Users	Access, Correction, Erasure, Consent Withdrawal, Nomination.
Retention	Purpose-based, statutory compliance.



Cross - Border	Allowed with safeguards or to government-approved jurisdictions.
Cookies	Consent-based tracking, analytics, and personalization.
Grievance	Response within seven working days.
Sale of Data	Not Practised.
Children's Data	Not collected knowingly, requires guardian consent.