



Privacy Policy



COPYRIGHT NOTICE

This is a controlled document with all rights reserved to O2 Power Private Limited. Unauthorized access, replication, reproduction, and transmission in any form and by any means without the prior permission of O2 Power are prohibited.

Contents

COPYRIGHT NOTICE	2
1. Introduction and Purpose	4
2. Definition	4
3. What personal data does O2 Power collect?	5
4. How we collect your personal data?	5
5. What purpose does O2 Power use the Personal Data for?	5
6. To whom we share your Personal Data	6
7. What about External or Third-Party Websites	7
8. Rights of Data Subjects/Data Principals	7
9. Data retention	7
10. Reasonable security practices and procedures	7
11. Will profiling take place	8
12. Contact us	8
13. Changes to this policy	8



Version Control

Version	Date	Author	Reviewer	Change Description
1	1Jan 2025	Sonia Swami	Lovish Sardana	Privacy policy for website referring external parties

1. Introduction and Purpose

O2 Power Private Limited and its affiliates "O2 Power", "Company" or the "Affiliates" and referred as "Us, We, or Our" depending on context) is a renewable energy producer in India and is committed to becoming a leading owner and operator of renewable energy. It aims to scale up to a sizeable portfolio capacity with good quality off-takers and envisions to build an industry leading platform upholding high standards in corporate governance, compliance, social and EH&S.

Affiliates: Means any person, corporation, partnership, or other entity or association that directly, or indirectly through one or more intermediaries, controls, is controlled by, or is under common control of O2 Power Private Limited

We are strongly committed to protecting your Personal Data. We handle your Personal Data in accordance with the applicable privacy and data protection laws and regulations, including Digital Personal Data Protection Act, 2023 (DPDPA) of India, and any other privacy laws that may be applicable from time to time.

This Privacy Policy applies to all users, including but not limited to; visitors to our website, candidates, former employees, representatives, advisors, vendors, contractors, consultants, investors, temporary workers, and any other third party associated with O2 Power who provides us with personal information through various channels (hereinafter, "User" or "Users"). In this context, "Channels" refers to the various means or services we offer to facilitate interaction with us. These channels may or may not require registration and include websites, applications, platforms, email addresses, postal addresses, telephone numbers for providing information or assistance to users, social media profiles, forms, events, and other similar channels.

By providing Personal Data to us, you acknowledge having read this Privacy Policy and us collecting, using and disclosing your Personal Data to third party recipients in accordance with it.

O2 Power websites are not intended for children under 18 years of age. O2 Power does not knowingly solicit data online from, or market online to, children under 18 years of age.

2. Definition

Personal Data: Personal Data is any data relating to an identified or identifiable natural person.

Sensitive Personal Data: Sensitive Personal Data is a specific set of "special categories" that must be treated with extra security.

Data subject/ Data Principal/ Individual: Means any identified or identifiable natural person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to the person's physical, physiological, mental, economic, cultural, or social identity.

Processing: Means any operation or set of operations that is performed upon Personal Data or on sets of Personal Data, whether or not by automatic means, such as collection, recording, organization, structuring, storage, adaptation, alteration, retrieval, consultation, use, transfer, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, restriction, erasure, or destruction.

Data Controller/ Data Fiduciary: Means a person, company or other body which determines the purposes and means of processing the personal information.

Consent: Means any freely given, specific, informed and unambiguous indication of an individual permission by which he or she signifies/ indicates agreement to the processing of personal data relating to him or her.

Data Processor: Means a person, company or other body who processes data on behalf of data controller.

Data Sub-processor: Means a person, company or other body used by the Data processor to assist in its processing of personal data for a controller.



Personal Data breach: Means a security event leading to the accidental, or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to personal information.

3. What personal data does O2 Power collect?

Personal data is any information about a person from which that person can be identified. We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, marital status, title, date of birth and gender, education, qualification, company name, emergency contact details
- **Contact Data** includes billing address, email address and telephone numbers or similar contact data.
- **Financial Data** includes bank account and payment card details.
- **Health information** includes medical records
- **Location data** includes customer property location
- **Marketing and Communications Data** includes your preferences in receiving marketing from us

In addition to Personal Data that you choose to submit to us, we also use cookies and collect technical information wherein we only use essential and functional cookies.

Cookies may be used to enhance your experience while using our site. However, we will not use cookies to record passwords or credit card or other financial information. Moreover, you can delete any cookies residing on your hard drive and Web browser.

4. How we collect your personal data?

We use different methods to collect data from and about you through:

- Through this website when you sign up to our newsletter or fills online form on this website,
- Through career portal when you are interested in joining us as an employee
- Indirectly through sub-contracting companies who hires employees on our behalf
- Directly from vendors, customers & third party for conducting business activity
- When you contact us via one of our channels i.e. SMS, email, call, social media, third-party integrations, apps, or portals etc.
- Website usage and similar data collected via automated means, such as cookies and similar technologies.

5. What purpose does O2 Power use the Personal Data for?

We will process your Personal Data for the achievement of specific purposes and only when there is an appropriate legal basis provided by the applicable data protection law. Specifically, O2 Power will process your Personal Data only when one or more of the following legal bases apply:

Category	Personal data we collect	Purpose	Legal Basis
Candidate	Name, Age, Email Address, Resume, Residential Address etc.	O2 Power collects candidates' personal data for recruitment purpose	Consent, Legitimate interest
Customer	Name, Company Name, Email Address, Bank Account, Company Address and identification documents	For providing services we offered and for billing purpose	Contractual necessity

Commented [SG1]: Team O2 power will need to assess each category of data collected, used and processed as enlisted below evaluate their purpose and usage of collection and enumerate the actual legal basis relied upon for such data collection. After thorough review kindly retain or modify the pointers listed in this table.



Vendors	Name, Company Name, Email Address, Bank Account, Company Address and identification documents	For receiving services and for billing purposes	Contractual necessity
Advisor / Investor	Contact person name, company name(s), e-mail address, and telephone number, Bank Details and identification documents	For receiving services and for billing purposes	Contractual necessity
Contractors / Temporary Workers	Contact person name, company name(s), e-mail address, and telephone number, Bank Details	For receiving services and for billing purposes	Contractual necessity
Consultants / Temporary Workers	Contact person name, company name(s), e-mail address, and telephone number, Bank details	For receiving services and for billing purposes	Contractual necessity
Beneficiaries	Name, telephone number, bank details	For conduction CSR activities	Consent, Regulatory requirement
Any other third party	Contact person name, company name(s), e-mail address, and telephone number, Bank details		
Visitor Visiting the company premises	Name, Age, Contact details, Company Name, phone number		Regulatory Requirement

6. To whom we share your Personal Data

We do not disclose Personal Information we collect from or about you except as described below or otherwise disclosed to you at the time of collection.

- We share your personal information with vendors providing audit services to us
- We share your personal information with vendor providing payment processing services to us
- We share your personal information with vendor providing HRMS platform to us.
- We share your personal information with cloud service provider where our servers and data bases are hosted

- We may share your personal information with our legal advisor in case any dispute arises.
- We may share your personal information with supervisory authorities, courts, and governmental agencies to comply with legal orders, legal or regulatory requirements, and government requests.
- We may share your personal information with our partners, affiliates and third parties who perform services for us, collaborate with us and/or help us operate our business.

If a third-party service provider processes your personal data such transfer shall be based on a legal basis providing an adequate level of protection for personal data, including but not limited to the Data Protection Agreements and Appropriate data protection clauses within the Agreement or such other mechanisms as have been recognized or approved by the relevant authorities from time to time.

Transfer to third country

We do not transfer your personal data to third country, except in case we need supplies from third country supplier to provide you services in accordance with the contractual requirements or in case our parent company requires personal information for due diligence purposes.

7. What about External or Third-Party Websites

To the extent hyperlinks or gateways are utilized to access external or third-party sites, you should be aware that these external or third-party sites are not controlled by O2 Power and therefore, are not subject to this Policy. Any information uploaded on such sites will not be counted under O2 Power Policy. You will be responsible and liable for any damages, loss, data theft etc. including the loss of your personal information and/or the Company's confidential information as a result of you accessing these external or third-party sites.

8. Rights of Data Subjects/Data Principals

The rights that are available to you are as follows:

- Right to access, correct, or update their data
- Right to data portability
- Right to restrict or object to processing
- Right to erasure ("right to be forgotten")

In addition to the above-mentioned rights, for personal data processed on the basis of consent you also have the right to withdraw your consent.

You can exercise your rights by submitting a request to O2 Power Private Limited at < [Compliance compliance@o2power.in](mailto:compliance@o2power.in) >

Upon receiving the request from you, we will conduct a verification check to validate your identity and accordingly process the request.

Where any request made is refused by us, you will be provided the reasons in writing for such refusal.

9. Data retention

We will only retain your personal information for as long as reasonably necessary to fulfil the purposes we collected it for. We may retain your personal information for a longer period if we have a legal obligation to, or in the event of a complaint, or if we reasonably believe there is a prospect of litigation in respect to our relationship with you. To determine the appropriate retention period for personal information, we consider the amount, nature and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting, or other requirements.

10. Reasonable security practices and procedures

- We maintain organizational and technical measures for all the personal data we hold. We have protocols, controls, and relevant policies; procedures; and guidelines to maintain these controls,

considering the risks associated with the categories of personal data and the processing we undertake.

- We regularly monitor our systems to mitigate possible vulnerabilities and attacks. However, we cannot guarantee or warrant the security of any information transmitted via our websites.
- We employ procedures, including contractual obligations, and require all third parties to respect the security of personal data about you and to treat it in accordance with the law. We do not grant permission for our third-party service providers to use personal data about you for their own purposes and only grant permission for them to process personal data about you for specified purposes and in accordance with our instructions.
- We provide necessary training to our employees and sub-contracting parties on data security.
- In case of any Incident or personal data breach we have a procedure to inform authorities as per Central electricity authority guidelines
- Although we use appropriate security measures, transmission of data over the internet (including e-mail) is never completely secure. We endeavor to provide maximum security while transferring your Personal Data, but we cannot guarantee the full security of Personal Data transmitted to or by us.

11. Will profiling take place

As a matter of principle, your personal data will not be processed automatically with the objective of evaluating certain personal aspects (profiling).

12. Contact us

If You have any questions or concerns about this Policy, you can contact the undersigned Company official:

<contactUs@O2Power.in>, Sonia Swami sonia.swami@o2power.in

Commented [SG2]: Please add appropriate details of the DPO/Privacy representative's designation, email ID, physical address.

13. Changes to this policy

The policy is subject to modification from time to time. If we make any changes to this policy, we will post those changes at the top of this page or notify you by other means such as email, etc.