

## ISAZISO SOMFUNDI SOBUMFIHLO BEDATHA YE- HCLTECH

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### ISINGENISO

I-HCLTech izibophezele ekuvikeleni nasekuvikeleni ubumfihlo kanye nokugcinwa Kuyimfihlo Kwedatha Yomuntu Siqu ecutshungulwayo ngawe lapho ufaka isicelo somsebenzi kwa-HCLTech, ngokuqondile ngokusebenzisa izingosi zomsebenzi, amapulatifomu ezinye izinkampani, noma ngokungaqondile ngokusebenzisa umnyango wabasebenzi wenye inkampani, i-ejensi yezinsiza zabantu besithathu, kanye nanoma yimaphi amanye amapulatifomu njengoba kungenzeka. Lesi sazi ("Isazi") sichaza futhi sichaza indlela i-HCL Technologies Limited kanye nezinkampani ezingaphansi kwayo, izinhlango eziqasha abantu bendawo, izinhlango ezihlangene, kanye nezinkampani ezihlangene [eziziphatha njengoMqashi, ezibizwa ngokuhlanganyela ngokuthi "i-HCLTech", "thina", "owethu" noma "thina"] ezizocubungula ngayo Idatha Yakho Yomuntu ngokuhambisana nemithetho esebenzayo yobumfihlo. Ummeleli wethu we-EU ngu-HCL (IRELAND) INFORMATION SYSTEMS LIMITED, C/O TMF Group Ground Floor, Two Dockland Central, Guild St, North Dock, Dublin, Ireland D01 K2C5.

Sicela ubheke ku- '**Isithasiselo B**' ukuze uthole izincazelo.

### Yini Ehlanganiswe Kulesi Sazi?

Lesi Sazi sihlase ukukunikeza idatha yokuthi iyiphi iDatha Yomuntu Siqu esiyicubungulayo ngawe, kungani futhi siyicubungula kanjani iDatha Yakho Yomuntu Siqu, kufaka phakathi idatha ngemigomo yobumfihlo esizoyilandela, futhi sikwazise ngamalungelo athile ongase ukwazi ukuwasebenzisa kuDatha yakho yomuntu siqu.

Lesi Sazi sisebenza kubo bonke abafuna umsebenzi/abafuna umsebenzi e-HCLTech emhlabeni jikelele, ngokuhambisana nezixwayiso zasendaweni eziqokonyiswe lapha.

Ezimweni ezithile, singakunikeza isazi esengeziwe mayelana nokucutshungulwa kwedatha yakho. Izimemezelo ezinjalo zizobeka ngokujwayelekile izinhloso zokucubungula ezingeziwe ezingabhekwa kulesi Sazi. Noma yisiphi isazi esinjalo sizosebenza njengesazi esengeziwe, sisebenza kuphela ezimweni ezithile ezikhonjwe kuso, futhi ngeke sithinte ukuba semthethweni noma ekusebenzeni kwalesi Sazi.

### Iyiphi IDatha Yomuntu Siqu Esiyicubungulayo?

Ngokwezinhloso zalesi Sazi, "iDatha Yomuntu Siqu" isho noma yiluphi ulwazi olumayelana nawe ongakhonjwa ngalo (noma ngabe lutholakala kulolo lwazi lodwa noma uma luhlanganiswe nolunye ulwazi thina noma omunye umuntu esingase sibe nalo ngawe).

Njengengxenywe yenqubo yakho yokuqashwa kanye/noma ukufakwa emsebenzini, iDatha Yomuntu Siqu ingase inikezwe kithi nguwe noma iqoqwe ngomuntu wesithathu njengengxenywe yenqubo yakho yokuqashwa ne-HCLTech. Idatha enjalo yomuntu siqu ingabandakanya kodwa ingakhawulelwe kulokhu:

- Idatha yokuhlonza, njengegama, ikheli le-imeyili noma igama lomsebenzisi;
- idatha yokuxhumana, njengekheli leposi nenombolo yocingo;
- Ulwazi oluhlobene nokuqashwa, njengelungelo lokuthola imvume yokusebenza, ubuzwe, usuku lokuzalwa, indawo yokuhlala, izihlonzi ezikhishwe nguhulumeni, ulwazi mayelana nokuhlangenwe nakho komsebenzi wangaphambilini (kufaka phakathi izinkomba zomqashi wangaphambilini), iziqu nomlando womsebenzi, isizinda semfundo, amakhono olimi, amakhono nezethalente zomsebenzi, ubulungu emsebenzini, ukubandakanyeka emphakathini, izintandokazi zendawo, nemibiko yenkampani yokuqasha

(lapho itholakala), okulindelwe amaholo, idatha yemivuzo (lapho kuvunyelwe), ukuxhumana nge-imeyili, izingxoxo zewebhu, izingxoxo zomsindo/zevidiyo; futhi

- Noma iyiphi enye iDatha Yomuntu Siqu oyihlinzeka ngokuzithandela ngenqubo yokufaka isicelo somsebenzi ukuze siyicabangele.

#### Izigaba Ezikhethekile Zedatha Yomuntu Siqu

I-HCLTech ingacubungula Izigaba Ezikhethekile Zedatha Yomuntu efana nemvelaphi yobuhlanga / yobuzwe, kanye nedatha yezempilo, ezimweni ezinqunyelwe futhi kuphela lapho sivunyelwe ukwenza kanjalo, isibonelo ukuze isibopho sethu (s) nokusebenzisa amalungelo ethu (s) maqondana nomthetho wokuqashwa noma omunye umthetho njengoba ungasebenza kithi.

Ngaphezu kwalokho, i-HCLTech ingakucela ukuthi unikeze Izigaba Ezikhethekile Zedatha Yomuntu, njengedatha yakho ye-biometric yokuqinisekisa i-ID, nokuvimbela ukukhwabanisa. Lezi zivivinyo zizokwenziwa ngesisekelo semvume yakho enolwazi. I-HCLTech ikubheka ngokungathi sína ukuvikelwa nokuvikeleka Kwedatha Yakho Yesigaba Esikhethekile, futhi kusetshenziswa izinga eliphakeme kakhulu lokulawula ezokuphepha kwezobuchwepheshe nezenhlangano lapho sicubungula idatha Yakho Yesigaba Esikhethekile.

#### **Kungani Sicubungula IDatha Yakho Yomuntu Siqu?**

- a) Sicubungula IDatha Yakho Yomuntu Siqu ngezinhloso ezicacisiwe nangokwemigomo elandelayo yezomthetho, ezimweni ezahlukahlukene ezingavela ngesikhathi senqubo yokufaka isicelo somsebenzi nathi:
  - i) Njengoba kungadingeka ukuze kulondolozwe izintshisekelo zethu **ezisemthethweni noma enye inkampani noma ukusetshenziswa okusemthethweni ngokwemithetho esebenzayo** (sicela ubheke ukuthi "Siyisebenzisa Kanjani IDatha Yakho Yomuntu?" esigabeni esingezansi.);
  - ii) Ukucubungula kuyadingeka ukuze sikwazi **ukufeza isibopho** sesivumelwano esihlobene nokuqashwa kwakho noma ukubandakanyeka kwakho ne-HCLTech, isibonelo, izinyathelo ezithathwe ukungena esivumelwaneni nawe, uma ukhetho lwakho luphumelele.
  - iii) Njengoba kunesidingo, noma uma kuba nesidingo, sokuhambisana nanoma yiziphi **izibopho zomthetho**, kufaka phakathi kodwa kungacini lapho, noma yimuphi umthetho wendawo, ngokwezininga lokusebenza kwalowo mthetho;
  - iv) Ukucutshungulwa Kwedatha okusekelwe eMvumeni yakho.
- b) Ezimweni ezihlukile ungacela ukuthi sidalule IDatha Yakho Yomuntu Siqu Kwezinye Izinkampani noma ezinhlanganweni ezinjengenkampani yabameli ephatha isimangalo soMuntu Onedatha egameni lakho, noma ngenye indlela.
- c) Kungase kube nezimo ezihlukile, lapho ungaVuma khona ngokucacile Ukucubungula IDatha Yakho Yomuntu Siqu, kodwa kuphela uma iMvume inikezwe ngokukhululekile futhi ingacacile, isibonelo, iMvume yokushicilela isithombe sakho ezintweni zokumaketha.

#### **Siyisebenzisa Kanjani IDatha Yakho Yomuntu Siqu?**

Sicubungula IDatha Yakho Yomuntu Siqu, ngezinhloso ezibandakanya kodwa ezingacini kulezo ezibalwe ngezansi, ngezindlela ezenziwe ngezandla nezenziwe ngokuzenzakalelayo. Sizohlala sinokungenelela komuntu ekuhlolweni kwakho kokhetho futhi singalokothi sincike kuphela ekuthini i-Automated Decision-Making, kufaka phakathi i-Profiling.

*Talent Acquisition and onboarding:*

Injongo	Izisekelo Zomthetho	Izigaba zabamukeli esingabelana nabo ngeDatha yakho Yomuntu Siqu ngaphandle kwe-HCLTech
<p>Uma isicelo sakho siphumelele futhi uvuma ukujoyina i-HCLTech kudingeka sibambe Idatha Yomuntu ukuze sifeze inkontileka yakho yokuqashwa kanye/noma ukuhambisana nezidingo zomthetho nezokulawula ngokwemithetho efanele.</p>	<p>Ukucubungula kuyadingeka ukuze (i) kwenziwe isibopho senkontileka (s) maqondana nokuqashwa kwakho noma ukubandakanyeka kwakho ne-HCLTech; (ii) ukuhambisana nesibopho somthetho esisebenza.</p>	<ul style="list-style-type: none"> <li>- Ngezinye izikhathi i-HCLTech ingadinga ukudalula idatha yakho Nezinkampani Zangaphandle njengamagunya omsebenzi wendawo, izinkantolo, kanye nezinkantolo, izinhlango ezilawulayo, kanye/noma izinhloko zomthetho ngenhloso yokuhambisana nemithetho nemithethonqubo esebenzayo, noma ekuphenduleni inqubo yezomthetho</li> <li>- I-HCLTech izokwabelana ngeDatha Yakho Yomuntu Siqu nezinye izinkampani ukuthola, ukuvimbela noma ukubhekana nokukhwabanisa, ukuphepha noma izinkinga zobuchwepheshe, noma njengoba kudingeka ngokomthetho</li> </ul>
<p>Ukunquma ukufaneleka komuntu ozongenela umsebenzi noma ukuzibandakanya ne-HCLTech kanye namakhasimende ayo, kufaka phakathi, kodwa kungagcini kulokhu:</p> <ul style="list-style-type: none"> <li>• Ukuhlola amakhono ku-inthanethi.</li> <li>• Inqubo yokuxoxisana, kufaka phakathi ukuxoxisana ubuso nobuso nokuqashwa kwe-inthanethi okwenziwa ngezingcingo zevidiyo, njengoba kudingeka</li> <li>• Inqubo yokuhlola iklayenti, uma ifunwa yiklayenti.</li> <li>• Ukuhlola wena ngezindima zamanje noma ezinye ezifanele ngokusekelwe kumakhono akho..</li> </ul>	<p>Ukucubungula kudingekile (i) ukuze isibopho sangaphambi kwenkontileka nesivumelwano esihlobene nokuqashwa kwakho noma ukubandakanyeka kwakho ne-HCLTech, (ii) ngokusekelwe kwimvume yakho kanye/noma (iii) ukulondoloza izintshisekelo zethu ezisemthethweni ekufezeni kahle izinqubo zokuqasha kanye nabasebenzi.</p>	<ul style="list-style-type: none"> <li>- Amakhasimende akhona noma angahle abe khona e-HCLTech</li> <li>- Izinkampani ezisiza abasebenzi</li> <li>- Amafemu omthetho noma abanye abeluleki</li> <li>- Izikhungo zokuphoqelela umthetho nezokulawula</li> <li>- Abahlinzeki bezinsizakalo ze-IT/i-Cloud zokusebenzisa izinhlelo zabo zokusebenza namathuluzi kuhlangukise nokusekela</li> </ul>

<p>Ukuqinisekisa idatha yakho yokuhlonda ukuze uvimbele ukwenziwa umuntu ongeyena kanye nokukhwabanisa, ngendlela futhi ngokwezinga elivunyelwe ngokomthetho ngokwemithetho yendawo.</p> <p>Sicela uqaphele: Uma indima yakho idinga ukusebenza kumakhasimende e-HCLTech, amakhasimende angadinga inqubo yawo eyengeziwe yokuqinisekisa ubuwena. Sicela ubheke incazelo yomsebenzi wakho kanye/noma izaziso zobumfihlo zamakhasimende ukuze uthole idatha eyengeziwe.</p>	<p>Ukucubungula kudingekile (i) ukufeza isibopho sangaphambi kwenkontileka nesivumelwano esihlobene nokuqashwa kwakho noma ukubandakanyeka kwakho ne-HCLTech, (ii) ngokusekelwe kwimvume yakho kanye/noma (iii) ukulondoloza izintshisekelo zethu ezisemthethweni ekufezeni kahle izinqubo zokuqasha kanye nabasebenzi.</p>	<ul style="list-style-type: none"> <li>- Amakhasimende akhona noma angahle abe khona e-HCLTech</li> <li>- Abathengisi bokuqinisekisa ubuwena (kwezinye izimo kungase kudingeke ukuba uxhumane nomthengisi ngokuqondile. Sicela ubheke izaziso zabo zobumfihlo ukuze uthole idatha eyengeziwe)</li> <li>- Abahlinzeki bezinsizakalo ze-IT/i-Cloud zokusebenzisa izinhlelo zabo zokusebenza namathuluzi kuhlanganise nokusekela</li> <li>- Izinkampani ezisiza abasebenzi</li> <li>- Amafemu omthetho noma abanye abeluleki</li> <li>- Izikhungo zokuphoqelela umthetho nezokulawula</li> </ul>
<p>Ukwenza ukuhlolwa kokuma kwakho ukuze kutholakale ukuthi uyafaneleka yini ukuthola umsebenzi noma ukubandakanyeka:</p> <ul style="list-style-type: none"> <li>• I-HCLTech - Lokhu kuhlolwa kungahlukahluka ngokwezwe/ngendima futhi kwenziwa kuphela ngendlela nangezinga elivunyelwe ngokomthetho wendawo. Lokhu kuhlolwa kungahlanganisa ukuqinisekiswa kwelungelo lakho lokusebenza, ulwazi mayelana neziqu zakho nomlando wakho wokuqashwa, ukuqinisekiswa kwezinkomba ozinikeze thina, ukuhlolwa kobugebengu, ukuhlolwa komlando wesikweletu, nokuhlolwa kwezinkundla zokuxhumana.</li> <li>• I-khasimende le-HCLTech's - Sicela uqaphele ukuthi amakhasimende angase abe nezimfuneko ezingeziwe zokuqashwa. Sicela ubheke incazelo yomsebenzi wakho kanye/noma izaziso zobumfihlo</li> </ul>	<p>Ukucubungula kudingekile (i) ukufeza isibopho sangaphambi kwenkontileka nesivumelwano esihlobene nokuqashwa kwakho noma ukubandakanyeka kwakho ne-HCLTech, (ii) ngokusekelwe kwimvume yakho kanye / noma (iii) ukulondoloza izintshisekelo zethu ezisemthethweni ekufezeni kahle izinqubo zokuqasha kanye nabasebenzi.</p>	<ul style="list-style-type: none"> <li>- Amakhasimende akhona noma angahle abe khona e-HCLTech</li> <li>- Abahlinzeki bokuhlola isizinda (kwezinye izimo kungase kudingeke ukuba uxhumane nomhlinzeki ngokuqondile. Sicela ubheke izaziso zabo zobumfihlo ukuze uthole idatha eyengeziwe)</li> <li>- Abahlinzeki bezinsizakalo ze-IT/i-Cloud zokusebenzisa izinhlelo zabo zokusebenza namathuluzi kuhlanganise nokusekela</li> <li>- Izinkampani ezisiza abasebenzi</li> <li>- Amafemu omthetho noma abanye abeluleki</li> </ul>

<p>ezihlinzekwe iklayenti kanye nenqubo yokuqasha ukuthola eminye idatha.</p>		<ul style="list-style-type: none"> <li>- Izikhungo zokuphoqelela umthetho nezokulawula</li> </ul>
<p>Ukucubungula iDatha Yakho Yomuntu Siqu ukuze uhambisane nesibopho esingokomthetho noma unikeze ulwazi kumzimba womphakathi noma i- ejensi yokuphoqelela umthetho, njengoba kusebenza.</p>	<p>Ukucubungula kuyadingeka ukuze kuhlangele shezwane nezibopho zomthetho ezisebenzayo.</p>	<p>Ngezinye izikhathi i-HCLTech ingadinga ukudalula idatha yakho kubantu besithathu bangaphandle njengamagunya omsebenzi wendawo, izinkantolo, kanye nezinkantolo, izinhlango ezilawulayo, kanye/noma izinhlaka zomthetho ngenhloso yokuhambisana nemithetho nemithethonqubo esebenzayo, noma ekuphenduleni inqubo yezomthetho</p>
<p>Uma kunesidingo, kufanelekile, futhi kuncike emithethweni yendawo yokuvikelwa kwedatha:</p> <ul style="list-style-type: none"> <li>• Ukucubungula idatha yamathuba alinganayo, njengesizinda sobuhlanga noma sobuzwe, izinkolelo zenkolo noma zefilosofi, nedatha ephathelene nempilo noma ukuthambekela ngokobulili.</li> <li>• Ukuhlaziya ukuhlukahluka kwabasebenzi bethu. Futhi, ukuze sihlangebezane nesicelo sakho kanye nengxoxo kanye nokuhambisana nezibopho zomthetho kanye nokunikeza indawo yokusebenza efanelekile, singase siqoqe ulwazi lokukhubazeka.</li> </ul>	<p>Ukucubungula kuyadingeka ukuze kuhlangele shezwane nezibopho zomthetho ezisebenzayo.</p>	<p>Ngezinye izikhathi i-HCLTech ingadinga ukudalula idatha yakho kubantu besithathu bangaphandle njengamagunya omsebenzi wendawo, izinkantolo, kanye nezinkantolo, izinhlango ezilawulayo, kanye / noma izinhlaka zomthetho ngenhloso yokuhambisana nemithetho nemithethonqubo esebenzayo, noma ekuphenduleni inqubo yezomthetho</p>
<p>Ukwenza ngcono inqubo yethu yokufaka izicelo nokuqasha ngokusebenzisa amafomu okuphendula/imibuzo njengoba kusebenza.</p>	<p>Ukucubungula kudingekile ngemvume yakho.</p>	<ul style="list-style-type: none"> <li>- Abalingani abahlobene ne-HR marketing</li> <li>- Abahlinzeki bezinsizakalo ze-IT/i-Cloud zokusebenzisa izinhlalo zabo zokusebenza namathuluzi kuhlangele shezwane nokusekela</li> </ul>

<p>Ukwenza ngokwezifiso okuhlengenwe nakho komuntu ngamunye ku-inthanethi nokwenza ngcono ukusebenza, ukusebenziseka, kanye nokusebenza kahle kokukhona kwe-HCLTech ku-inthanethi.</p>	<p>Ukucubungula kudingekile ukuze kulondolozwe izintshisekelo zethu ezisemthethweni zokwenza kahle izinqubo zokuqasha nezokusebenza.</p>	<ul style="list-style-type: none"> <li>- Abalingani abahlobene ne-HR marketing</li> <li>- Abahlinzeki bezinsizakalo ze-IT/i-Cloud zokusebenzisa izinhlelo zabo zokusebenza namathuluzi kuhlanganise nokusekela</li> </ul>
<p>Ukwengeza idatha yakho eqenjini lethu lamathalente, futhi sikuthinte uma sinamathuba amasha, ngaphandle uma useluleka ukuthi sisuse idatha yakho</p>	<p>Ukucubungula kudingekile ukuze kulondolozwe izithakazelo zethu ezisemthethweni ekunelulekeni ngamathuba amasha.</p>	<ul style="list-style-type: none"> <li>- Abalingani abahlobene ne-HR marketing</li> <li>- Abahlinzeki bezinsizakalo ze-IT/i-Cloud zokusebenzisa izinhlelo zabo zokusebenza namathuluzi kuhlanganise nokusekela</li> </ul>

**Obani Esihlanganyela Nabo Idatha Yakho Yomuntu Siqu**

Sabelana ngeDatha Yakho Yomuntu Siqu ngesidingo sokwazi futhi kuphela nabasebenzi noma amaqembu e-HCLTech adinga ukucubungula iDatha Yakho Yomuntu Siqu ngokwemibandela yalesi Saziso. Noma nini lapho sivumela umuntu wesithathu ukuthi afinyelele kudatha yomuntu siqu, sizoqinisekisa ukuthi idatha isetshenziswa ngendlela ehambisana nalesi Saziso (kanye nanoma yiziphi iziqondiso zangaphakathi zokusingathwa kwedatha ezihambisana nokuzwela nokuhlukaniswa kwedatha).

Sicela uqaphele ukuthi kwezinye izimo sisebenzisa abantu besithathu ukuze basisekele ngemisebenzi efana nokuhlolwa kwemvelaphi, ukuqinisekiswa kobunikazi, ukuqashwa kanye nokuhlolwa. Ngaphambi kokwabelana nabo ngeDatha Yakho Yomuntu Siqu, siqinisekisa ukuthi la maqembu asebenzisa izivikelo ezifanele nokulawula maqondana nokuvikelwa kweDatha Yakho Yomuntu Siqu. Ngaphezu kwezibopho zomthetho zamaqembu esithathu, sidinga ukuthi lawo maqembu esithathu abophezeleke ngokwenkontileka ukuvikela idatha yakho.

Kwezinye izimo, laba bantu besithathu bangafaneleka njengabaphathi abacubungula idatha yakho yomuntu siqu ngezinhloso zabo. Sicela ubheke lezi zimemezelo noma izitatimende zobumfihlo zabaphathi.

**Sigcina Idatha Yakho Yomuntu Isikhathi Eside Kangakanani?**

Sigcina iDatha Yakho Yomuntu Siqu inqobo nje uma kunesidingo sokufeza izinhloso ezicutshungulwayo. Singadinga ukugcina idatha yakho ukuze sihambisane neminye imithetho esebenzayo, ngezinjongo zokucwaninga, noma ukusekela noma yiziphi izimangalo zomthetho, kepha kuphela uma kudingeka ngaphansi kwezibopho ezibekwe yimithetho enjalo.

**Ingabe Idatha Yakho Idluliselwa Ngemingcele Yomhlaba Wonke?**

I-HCLTech iyinhlango yomhlaba wonke, ngakho-ke idatha yakho yomuntu siqu, ingadluliselwa kunoma yiziphi izinhloso ezichazwe ngenhla ezindaweni ezahluahlukene zomhlaba. Lokhu kudluliswa kwemali kuzokwenziwa ngokuhambisana nomthetho osebenzayo kanye nemithethonqubo.

Uma, kunesidingo sokudlulisa iDatha Yakho Yomuntu Siqu kusuka endaweni yakho yokuhlala ejwayelekile kuya emazweni anganikeli ukuvikelwa okwanele, khona-ke sizoqinisekisa ukuthi izivikelo ezifanele, njengoba kudingwa yimithetho esebenzayo, ziyasetshenziswa ngaphambi kokudluliswa kwedatha. Isibonelo, ngokufaka imibandela ejwayelekile yenkontileka (idatha engaphezulu mayelana nemibandela enjalo iyatholakala lapha) noma Imithetho Yebhizinisi Eyisibopho (i-BCRs) esivumelwaneni/esivumelwaneni sokudluliswa kwedatha (s) esenziwe phakathi kwamaqembu adlulisa idatha yomuntu. Ikhophi yalo ingacelwa, ngokubhalisa isicelo sakho ku-Data Subject Request Portal.

### **Yimaphi amalungelo akho nokuthi ungawasebenzisa kanjani?**

Ngokuya ngobudlelwano bakho ne-HCLTech, ungaba namalungelo amaningana maqondana neDatha Yakho Yomuntu Siqu. Sicela ubheke i-Annexure A ukuze uthole ulwazi mayelana namalungelo abantu ababhekene nedatha. Sicela uqaphele, la malungelo angaphansi kokukhululwa futhi kungenzeka angasebenzi kuzo zonke izimo. Uma ufisa ukusebenzisa la malungelo, i-HCLTech izokunikeza ulwazi oluceliwe noma isinyathelo esiceliwe esicelweni sakho kungakapheli inyanga eyodwa ngemuva kokuthola isicelo sakho esiqinisekisiwe noma ngokwemigomo ebekiwe elawula isifunda sakho, ngokuya nganoma yikuphi ukunwetshwa okungadingeka futhi okuxhunye kuwe.

Ungasebenzisa izindlela ezilandelayo ukuze usebenzise amalungelo akho noma ucele ulwazi olwengeziwe ngamalungelo akho:

- Thumela izicelo zakho ku-Data Subject Request Portal engatholwa nge-HCLTech.com (ngokusebenzisa Isitatimende Sobumfihlo Esiku-Inthanethi esifinyeleleka ngesixhumanisi esisekugcineni kwekhasi ngalinye lewebhu).
- Noma, ungaxhumana neHCLTech's Privacy Office nge- [privacy@hcltech.com](mailto:privacy@hcltech.com) uma unemibuzo ejwayelekile.

### **Siyivikela Kanjani Idatha Yakho Yomuntu Siqu?**

Sisebenzisa futhi sigcina izindlela zokuphepha ezifanele zobuchwepheshe, zenhlango nezomzimba ukuvikela idatha yakho yomuntu siqu, futhi lezi zindlela zokuphepha zihambisana nemikhuba emihle embonini.

Lokhu kuhlangukisa, kodwa kungagcini:

- Ukutholakala kwedatha kusekelwe ekudingekeni kokwazi kanye nomgomo wenkululeko encane ukuqinisekisa ukuthi idatha ifinyeleleka kuphela kubantu abagunyaziwe ukuze benze imisebenzi yabo.
- Ukulawulwa kokuphepha okunezigaba kusuka ekuvikelekeni kwendawo kuya ekulawulweni kwezinga lomshini womsebenzisi wokugcina njenge-Firewalls, ukuvikelwa kwe-Spam, izixazululo ze-Antivirus ne-Spyware, ukuqeqeshwa kokuqwashisa ngokuphepha nokuphathwa kwezigameko njll.
- Ukuze sinciphise izingozi ezihambisana nokuCubungula Idatha, sisebenzisa amasu okufihla amagama abantu noma ukubenza bangaziwa lapho kungenzeka khona.
- Ukusebenzisa izindlela zokubethela, lapho kufanele khona njengokubethela i-imeyili, ukubethela kwedatha ngesikhathi sokudluliswa, ukufinyelela okuphephile kwe-VPN kanye nokubethela ezingeni le-disk / file, njll.
- Abantu besithathu abacubungula idatha yomuntu siqu egameni lethu, benza kanjalo ngesisekelo semiyalo ebhaliwe futhi banesibopho sokugcina imfihlo futhi baphoqelekile ukusebenzisa izindlela ezifanele zobuchwepheshe nezokuhlala ukuqinisekisa ukuphepha kwedatha.

### **Kwenzekani uma unganikeli ngeDatha yakho Yomuntu?**

Ngesikhathi sokufaka isicelo somsebenzi kanye nemisebenzi yangaphambi kokujoyina, kuyisifiso sakho kanye nesethu ukuthi unikeze i-HCLTech idatha yomuntu siqu, ikakhulukazi idatha ethile njengoba kushiwo ngenhla, njengedatha yokuxhumana, idatha yemfundo kanye nesipiliyoni somsebenzi. Eminye

idatha yomuntu siqu, njengelungelo lakho lokusebenza endaweni ethile, ingase idingeke ukuba inikezwe ukuze i-HCLTech ikwazi ukwenza isivumelwano sokuqashwa nawe.

Ulwazi oluthile lungadingeka ukuze ugcwalise izibopho zomthetho ngaphansi komsebenzi, intela kanye neminye imithetho nemithethonqubo esebenzayo futhi usebenzise amalungelo akho asemthethweni.

Uma unganikeli ngolwazi oludingekayo, lokhu kuzothinta ikhono lethu lokuhlola noma lokucabangela isicelo sakho.

Uma usinikeza Idatha Yomuntu yomunye umuntu, isibonelo umuntu othumele noma onolwazi, sicabanga ukuthi unemvume yakhe yokwabelana nathi ngedatha yakhe.

### **Siwushintsha Kanjani Lo Myalezo?**

Singase sivuselele lesi Saziso ngezikhathi ezithile. Sizothumela noma iyiphi inguqulo ebuyekeziwe yalesi Saziso kumawebhusayithi e-HCLTech abhekene nomphakathi nakwamanye amapulatifomu afanelekile. Singase futhi sikwazise ngezinguquko kulesi Saziso nge-imeyili noma ngezinye izindlela ezidingekayo, uma kunesidingo. Ngaphandle uma kushiwo ngenye indlela kulesi saziso, noma yikuphi ukuvuselelwa kwalesi saziso kuzosebenza kusukela ngosuku lokwaziswa kwazo ezinhlangothini ezifanele.

### **Ubani ongamthinta?**

Noma imiphi imibuzo noma ukukhathazeka ngokusebenza kwalo mbhalo kufanele kubhekiswe kubasebenzi be-HR abafanele okungenzeka ukuthi baxhumane nawe.

Uma ungumfakisicelo / umfakisicelo wase-EU / EEA, UK noma Switzerland, futhi unanoma yikuphi ukukhathazeka mayelana nokuthi idatha yakho yomuntu siqu icutshungulwe kanjani, ungaxhumana ne-HCLTech 's Data Protection Officer nge-[hcldpo@hcltech.com](mailto:hcldpo@hcltech.com).

Uma ungumfakisicelo/umfundi waseNdiya, futhi unanoma yikuphi ukukhathazeka mayelana nokuthi idatha yakho yomuntu siqu icutshungulwe kanjani, ungaxhumana ne-Complaint Officer for India ku-[grievance-india@hcltech.com](mailto:grievance-india@hcltech.com).

Uma ungumfakisicelo/umqashi ongeyena owe-EU/EEA, UK, Switzerland noma India, futhi unanoma yikuphi ukukhathazeka mayelana nokuthi idatha yakho yomuntu siqu icutshungulwe kanjani, ungaxhumana ne-Global Privacy Office nge-[nge-privacy@hcltech.com](mailto:nge-privacy@hcltech.com).

### **Izikhhalazo**

Sifuna ukubhekana nanoma yikuphi ukukhathazeka ngemfihlo okungenzeka ukuthi unakho, ngakho-ke sicela uxhumane nathi kuqala. Uma unanoma yiziphi izikhhalazo mayelana nokuthi idatha yakho yomuntu siqu icutshungulwa kanjani, ungathumela isicelo sakho ku-[Data Subject Request Portal](#) ngaphansi kohlobo lwesicelo "File a Complaint" noma ungaxhumana ne-Global Privacy Office ku-[privacy@hcltech.com](mailto:privacy@hcltech.com).

Unelungelo futhi lokufaka isikhhalazo kwiziphathimandla eziphethe ukuvikelwa kwedatha endaweni yokuhlala yakho ejwayelekile, indawo yokusebenza noma indawo okuphulwe kuyo.

### **Ukuhlanganiswa A**

#### **Amalungelo Omuntu Edatha:**

Amalungelo akho angase ahlukwe kuye ngemithetho yendawo esebenzayo. Ngokuvamile, ungaba nelungelo: lokuphikisana nokuCutshungulwa Kwedatha Yomuntu, ukufinyelela idatha yakho futhi ulungise

idatha engalungile, uthole ikhophi leDatha Yomuntu (kwezinye izimo ngefomethi ephathekayo), usibuze nganoma yimiphi idatha efanelekile yokuCubungula, ucele ukususwa noma ukuvinjelwa kokuCubungula, futhi ufake isikhalazo neziphathimandla ezifanele (ikakhulukazi ezweni ohlala kulo, osebenza kulo noma lapho ukwepulwa okusolwa khona kwenzeka khona). La malungelo angafingqwa ngokufingqiwe nge-EU/UK General Data Protection Regulation njengesisekelo:

- Ilungelo lokufinyelela
- Unelungelo lokuqinisekisa nathi ukuthi idatha yakho yomuntu siqu iyacutshungulwa yini, futhi uma kunjalo, ukucela ukufinyelela kuleyo datha yomuntu siqu kufaka phakathi izigaba zedatha yomuntu siqu ecutshungulwayo, inhloso yokuCubungula kanye nabamukeli noma izigaba zabamukeli. Singakunikeza kuphela idatha yakho, hhayi idatha yomuntu ngomunye umuntu. Futhi, lapho ukufinyelela kungathinta kabi amalungelo omunye umuntu, akudingeki ukuthi sikunikeze lokhu. Ngenxa yezimfihlo ezingokomthetho, kunamarekhodi athile esingeke sikwazi ukuwahlanganyela ngokuphathelene nesimangalo noma inqubo engokomthetho.
- Ilungelo lokulungiswa  
Ungase ube nelungelo lokulungisa idatha ephathelene nawe engalungile noma engaphelele. Sikukhuthaza ukuba ubuyekeze lokhu kwaziswa njalo ukuze uqiniseke ukuthi kunembile futhi kusesikhathini.
- Ilungelo lokusula (ilungelo lokukhohlwa)  
Unelungelo lokucela ukuba sisuse idatha ephathelene nawe. Ilungelo lokusula alisebenzi lapho idatha yakho icutshungulwa ngezizathu ezithile ezichaziwe, kufaka phakathi ukusebenzisa noma ukuvikela izimangalo zomthetho.
- Ilungelo lokunciphisa ukucubungula  
Ezimweni ezithile, unelungelo 'lokuvimbela' noma lokuvimbela ukusetshenziswa okwengeziwe kolwazi lwakho. Lapho Ukucubungula kunqunyelwe, sisengalugcina ulwazi lwakho kodwa singase singalusebenzisi ngokuqhubekayo. Sigcina uhlu lwabantu abaye bacela ukuthi kusetshenziswe idatha yabo ukuze 'kuvinjelwe' ukuze siqiniseke ukuthi lokhu kuvinjelwa kuyahlonishwa esikhathini esizayo. Lokhu kungase kuthinte ikhono lethu lokukunikeza izinsizakalo.
- Ilungelo lokuphatheka kwedatha  
Ungase ube nelungelo lokuthola Idatha Yomuntu ephathelene nawe, osinike yona, ngendlela ehlelekile, esetshenziswa kakhulu, futhi efundeka ngomshini futhi ungaba nelungelo lokudlulisela leyo datha kwenye inhlango.
- Ilungelo lokuphikisa namalungelo ahlobene nokwenziwa kwezinqumo okuzenzakalelayo  
Ngaphansi kwezimo ezithile, ungaba nelungelo lokuphikisa, ngezizathu ezihlobene nesimo sakho esithile, nganoma yisiphi isikhathi ekuCutshungulweni kweDatha Yakho Yomuntu Siqu, kufaka phakathi i-Profiling, ngathi futhi singacelwa ukuthi singabe sisasebenza ngeDatha Yakho Yomuntu Siqu. Lokhu kungafaka ukucela ukungenelela komuntu ngokuqondene nesinqumo esizenzakalelayo ukuze ukwazi ukuveza umbono wakho futhi uphikise isinqumo.
- Ilungelo lokuthola isinxephezelo  
Ngokwe-India's Digital Personal Data Protection Act 2023, ungaba nelungelo lokuthola izindlela ezitholalalayo zokubhalisa isikhalazo nathi.
- Ilungelo lokuqoka  
Ngokwe-India's Digital Personal Data Protection Act 2023, unelungelo lokuqoka noma yimuphi omunye umuntu ukuba asebenzise la malungelo uma kwenzeka eshona noma engakwazi ukusebenza.

- Uma ungumhlali waseCalifornia, sicela uvakashele [ilnki](#) elandelayo ukuze uthole idatha eyengeziwe ngamalungelo akho.

Unelungelo lokuthola idatha yakho yomuntu siqu mahhala ngaphandle kwalezi zimo ezilandelayo lapho singakhokhisa khona imali efanele ukukhokhela izindleko zethu zokuphatha zokuhlinzeka ngedatha yomuntu siqu:

- izicelo ezibonakala zingenasisekelo noma ngokweqile/eziphindaphindwayo, noma
- amakhophi engeziwe alolo lwazi.

Ukuze usebenzise noma yimaphi amalungelo ashiwo ngenhla sicela uthumele isicelo sakho nge-[Data Subject Request Portal](#) yethu.

**Ukuhlanganiswa B – Izincazelo:**

<b>Umthetho Osebenzayo</b>	<b>Imithetho yendawo esebenzayo ku-HCLTech.</b>
<b>Umqashi</b>	Inhlangano yendawo enikeza umsebenzi futhi/noma ebekwe njengomqashi esivumelwaneni sokuqashwa esisayinwe yisisebenzi.
<b>Umlawuli</b>	Inhlangano/umuntu (yedwa noma ngokuhlanganyela noma ngokuhlanganyela nezinye izinhlangano/abantu) onquma izinhloso nokuthi iyiphi indlela noma iyiphi idatha yomuntu siqu ezocutshungulwa ngayo.
<b>Umcunguli</b>	Noma yimuphi umuntu noma ibhizinisi elicubungula idatha egameni loMlawuli.
<b>Data Subject</b>	Noma yimuphi umuntu ongokwemvelo ophilayo okhonjwe noma ongabonwa.
<b>Personal Data</b>	Qaphela: Isihloko sedatha singabhekiswa ngamanye amagama emikhakheni ehlukenene. Isihloko sedatha sibizwa ngokuthi yi-data principal ngokusho komthetho waseNdiya.
<b>Special Categories of Personal Data</b>	Noma yiluphi ulwazi oluphathelele nomuntu okhonjwe noma okhonjwa. Umuntu okhonjwayo ungumuntu ongakhonjwa, ngokuqondile noma ngokungaqondile, ikakhulukazi, ngokubhekisa enombolweni yokuhlonza noma entweni eyodwa noma eziningi eziqondene nobuntu bakhe bomzimba, bokusebenza kwengqondo, obungokwengqondo, obungokomnotho, obungokwesiko, noma obungokomphakathi.
<b>Data Processing/ Processing</b>	Noma yiluphi ulwazi lomuntu siqu olwembula ubuhlanga noma ubuzwe, imibono yezombusazwe, izinkolelo zenkolo noma zefilosofi, noma ubulungu bezinyunyana zabasebenzi, kanye nokucutshungulwa kwedatha yezakhi zofuzo, idatha ye-biometric ngenhloso yokuhlonza umuntu wemvelo ngendlela eyingqayizivele, idatha ephathelene nempilo noma idatha ephathelene nempilo yezocansi yomuntu wemvelo noma ukuthambekela kocansi.
<b>Encryption</b>	Noma yimuphi umsebenzi noma uchungechunge lwemisebenzi eyenziwa kudatha yomuntu, njengokuqoqa, ukuqopha, ukuhlela, ukugcina, ukulungisa noma ukuguqula, ukuthola, ukubonisana, ukusebenzisa, ukudalula ngokudlulisa, ukusabalalisa noma ukwenza idatha itholakale ngenye indlela, ukuvumelanisa noma ukuhlanganisa idatha, noma ukuvimba, ukusula noma ukubhubhisa idatha. Akugcini ngezindlela ezizenzakalelayo.

<b>Automated Decision-Making</b>	Indlela okuguqulwa ngayo umbhalo ocacile noma olunye uhlobo lwedatha lususwe efomini elifundekayo luye efomini elibhalwe ngekodi elingadluliselwa kwenye inhlangotho kuphela uma ikwazi ukufinyelela kukhiye wokudalula.
<b>Supervisory Authority</b>	Ngokuhambisana nomthetho wendawo osebenzayo, wonke umuntu onolwazi unelungelo lokungaxhomeki esinqumweni esiveza imiphumela engokomthetho emayelana naye noma esimthinta kakhulu futhi esisekelwe kuphela ekucutshungulweni okuzenzakalelayo kwedatha okuhloswe ngayo ukuhlola izici ezithile zomuntu siqu ezimayelana naye.
<b>Pseudonymisation</b>	Isikhungo esizimele noma ingxenye ehambisana nesikhungo kunoma yiliphi igunya elifanele, inhloso nomsebenzi waso oyinhloko ukulawula izindaba ezihlobene nedatha yomuntu siqu.
<b>Anonymization</b>	Ukucubungula idatha yomuntu siqu ngendlela yokuthi idatha yomuntu siqu ingasakwazi ukuhlolshaniswa nomuntu othize okubhekiswe kuye ngaphandle kokusebenzisa idatha eyengeziwe, inqobo nje uma leyo datha eyengeziwe igcinwa ngokwehlukana futhi ingaphansi kwezinyathelo zobuchwepheshe nezenhlangano zokuqinisekisa ukuthi idatha yomuntu siqu ayihlotshaniswa nomuntu wemvelo okhonjisiwe noma okhonjwayo.
<b>Consent</b>	Inqubo yokubethela noma ukususa idatha yomuntu siqu eqoqweni ledatha, ukuze abantu abachazwe kuleyo datha bahlale bengaziwa. Lokhu kwenziwa ngenhloso yokuvikela imisebenzi yangasese yabantu ngenkathi kugcinwa ubuqotho bedatha eqoqwe futhi yabelwane ngayo.
<b>Profiling</b>	Noma yikuphi ukubonakaliswa okunikezwe ngokukhululekile, okucacile, okuzwakalayo, nokungaqondakali kwezifiso zomuntu onolwazi lapho yena, ngesitatimende noma ngesenzo esicacile esivumayo, esho ukuthi uyavuma ukucutshungulwa kwedatha yomuntu emayelana naye.
<b>Third Party</b>	Noma yiluphi uhlobo lokucutshungulwa okuzenzakalelayo kwedatha ephathelene nomuntu uqobo oluhlenganisa ukusetshenziswa kwedatha ephathelene nomuntu uqobo ukuhlola izici ezithile eziphathelene nomuntu uqobo, ikakhulukazi ukuhlaziya noma ukubikezela izici eziphathelene nokusebenza kwalowo muntu uqobo emsebenzini, isimo sezomnotho, impilo, izintandokazi zomuntu siqu, izintshisekelo, ukuthembeka, ukuziphatha, indawo noma ukunyakaza.