

# PRIVACY POLICY

Effective Date:11/06/2026

This Privacy Policy explains how Mainwire, - **MAINWIRE OUTSOURCE PVT. LTD.** (A company registered under companies Act, 2013) CIN: U74140UP2020PTC129248 having its office at PLOT NO.86, KH. NO. 392, GOVT. GOUSHALA, VILL - LAULAI, PO - CHINHAT, GOMTI NAGAR, LUCKNOW, UTTAR PRADESH,PIN -226010 ("Mainwire", "we", "us" or "our"), collects, uses, stores, shares and protects personal data in connection with our website, recruitment services, staffing services, manpower services, payroll support, client servicing, candidate management, employee/contract worker deployment, compliance support and related business activities.

This Policy applies to:

1. visitors of our website, including mainwire.in;
2. candidates who apply for jobs or submit their profile/resume to us;
3. employees, associates, contract workers, temporary staff, deployed manpower and field staff engaged through or managed by us;
4. clients, prospective clients, vendors, consultants, business partners and their representatives;
5. any person who communicates with us through forms, email, phone, WhatsApp, social media, job portals or any other channel.

By using our website, submitting your details, applying for a position, engaging our services, or communicating with us, you acknowledge that your personal data may be processed in accordance with this Privacy Policy.

## 1. ABOUT MAINWIRE

Mainwire provides recruitment, staffing, manpower, HR coordination, candidate sourcing, vacancy submission, client callback, interview coordination, payroll support, attendance coordination, compliance documentation and related business services.

For the purpose of applicable data protection laws, Mainwire may act as a Data Fiduciary where it decides the purpose and manner of processing personal data. In certain cases, Mainwire may also process data on behalf of clients, in which case the client may separately act as the Data Fiduciary or controller of such data.

## 2. PERSONAL DATA WE MAY COLLECT

Depending on your relationship with Mainwire, we may collect the following categories of personal data.

### A. Website visitors and online users

When you visit our website or interact with our online forms, we may collect:

IP address;  
browser type and version;  
device type;  
operating system;  
pages visited;  
time and date of visit;  
referring website or link;  
approximate location based on IP address;  
form submission details;  
cookies and similar technical data;  
communication preferences;  
any information voluntarily submitted through website forms.

### B. Candidates and job applicants

If you apply for a job, submit your resume, register your profile, contact us for employment opportunities or are referred to us, we may collect:

full name;  
mobile number;  
email address;  
residential address;  
date of birth or age;  
gender, where relevant;  
photograph, where provided;  
resume/CV;  
educational qualifications;  
work experience;  
skills, certifications and licenses;  
current and expected salary;  
notice period;  
preferred job location;  
interview feedback;  
reference details;  
identity and address proof, where required;  
PAN, Aadhaar, bank details, UAN, ESIC number or other statutory details, where required for employment, deployment, payroll or compliance;  
background verification information, where applicable and lawful;  
medical fitness or health-related information only where required by law, client safety requirements, job nature, insurance or workplace health and safety needs;  
any other information voluntarily provided by you.

#### C. Employees, contract workers and deployed staff

For persons employed, deployed, outsourced, seconded, managed or paid through Mainwire, we may collect:

identity details;  
contact details;  
employment records;  
appointment letters, agreements and joining documents;  
attendance records;  
site deployment details;  
client location;  
shift details;  
salary, wage, allowance and deduction details;  
bank account details;  
PF, ESIC, UAN, nominee and statutory compliance details;  
leave and absence records;  
performance, grievance, disciplinary and incident records;  
training and certification records;  
uniform, ID card and access records;  
emergency contact and nominee details;  
accident, safety or insurance-related information;  
CCTV/access-control data at offices or client sites, where applicable;  
documents required under labour, tax, social security, tender, client or statutory requirements.

#### D. Clients, prospective clients, vendors and business contacts

For client and business relationship management, we may collect:

name;  
designation;  
company name;  
office address;  
email address;  
phone number;  
WhatsApp or communication details;

work-related correspondence;  
requirements shared by client;  
vacancy details;  
billing and payment details;  
contract and purchase order details;  
meeting notes;  
feedback, complaints and service records;  
GST, PAN, bank or vendor details where applicable;  
any other business information voluntarily shared with us.

### 3. HOW WE COLLECT PERSONAL DATA

We may collect personal data:

directly from you;  
through our website forms;  
through Google Forms or other form tools used by Mainwire;  
through email, phone calls, WhatsApp, SMS or meetings;  
through job portals, social media platforms and professional networks;  
through referrals;  
from clients for staffing or recruitment purposes;  
from vendors, background verification partners or consultants;  
from publicly available sources;  
from government portals or statutory platforms where legally permitted;  
through attendance, payroll, HRMS, MIS or compliance systems.

### 4. PURPOSES FOR WHICH WE USE PERSONAL DATA

Mainwire may process personal data for the following purposes:

to respond to enquiries and callback requests;  
to understand hiring requirements submitted by clients;  
to provide recruitment, staffing and manpower services;  
to source, screen, shortlist and match candidates with suitable roles;  
to schedule interviews and coordinate selection processes;  
to share candidate profiles with clients after receiving consent or where permitted;  
to verify identity, qualifications, experience and suitability;  
to conduct background verification, where required;  
to issue offer letters, appointment letters, agreements or deployment documents;  
to manage onboarding, attendance, payroll, salary disbursement and statutory compliance;  
to process PF, ESIC, professional tax, TDS, GST, labour law and other compliance requirements;  
to maintain MIS, employee records and client service records;  
to manage client contracts, invoices, payments and service delivery;  
to communicate service updates, job opportunities, business proposals or relevant information;  
to improve our website, forms, services, client experience and candidate experience;  
to prevent fraud, impersonation, misuse, misconduct or unlawful activity;  
to protect Mainwire's business interests, assets, systems, documents and legal rights;  
to manage complaints, disputes, claims, audits, inspections and legal proceedings;  
to comply with applicable laws, court orders, regulatory directions, government requests, tender requirements and contractual obligations;  
to conduct internal reporting, business planning, analytics and operational review;  
to perform corporate transactions such as restructuring, merger, acquisition, assignment or sale of business, subject to applicable law.

### 5. LEGAL BASIS FOR PROCESSING

We process personal data only where permitted under applicable law. Depending on the situation, processing may be based on:

your consent;  
voluntary submission of data by you for a specific purpose;  
performance of a contract or pre-contractual steps;  
employment, staffing or payroll requirements;  
legal or statutory compliance;  
legitimate business use, including service delivery, fraud prevention, safety, record keeping, dispute handling and business communication;  
client requirements connected with recruitment, staffing, deployment or workplace administration;  
protection of vital interests, health or safety, where applicable.

Where processing is based on consent, you may withdraw consent as described in this Policy. Withdrawal of consent will not affect processing already completed before such withdrawal and may affect our ability to provide certain services.

## 6. COOKIES AND WEBSITE TRACKING

Our website may use cookies or similar technologies to improve user experience, understand website usage, remember preferences, analyse traffic and maintain website security.

Cookies may collect technical information such as browser type, device information, pages visited and session data. You may disable cookies through your browser settings, but some website features may not function properly.

## 7. SHARING OF PERSONAL DATA

We may share personal data with the following parties, where necessary and lawful:

clients and prospective employers for recruitment, staffing or deployment purposes;  
service providers such as IT vendors, payroll vendors, HRMS providers, cloud storage providers, form providers, email/SMS/WhatsApp communication providers and website hosting providers;  
background verification agencies;  
statutory consultants, auditors, accountants, advocates and professional advisors;  
banks and payment service providers;  
PF, ESIC, tax, labour and other statutory/government authorities;  
insurance providers, hospitals or emergency contacts where required;  
client-site representatives for attendance, access, duty allocation and workplace administration;  
law enforcement agencies, courts, tribunals, government departments or regulators where legally required;  
successors, assignees or buyers in case of merger, restructuring, acquisition, transfer or sale of business;  
any other person where you have consented or where sharing is required for the purpose for which data was collected.

We do not sell personal data as a business practice.

## 8. DATA TRANSFER AND STORAGE

Your personal data may be stored in physical records, local systems, cloud systems, email systems, HR/payroll tools, spreadsheets, databases or other business platforms used by Mainwire.

Some service providers may store or process data outside your city, state or country. Where personal data is transferred outside India, we will take reasonable steps to ensure that such transfer is in accordance with applicable law and appropriate safeguards are maintained.

## 9. DATA SECURITY

Mainwire takes reasonable administrative, technical and physical safeguards to protect personal data from unauthorised access, misuse, loss, alteration, disclosure or destruction.

These measures may include restricted access, password protection, access controls, document controls, staff instructions, vendor controls, backup practices and internal confidentiality obligations.

However, no method of transmission or storage is completely secure. You are responsible for ensuring that the information you provide is accurate and that your own devices, email accounts and communication channels are secure.

## 10. RETENTION OF PERSONAL DATA

We retain personal data only for as long as reasonably necessary for the purposes stated in this Policy, or as required under applicable law, contract, audit, tax, labour, payroll, tender, client, statutory or dispute-related requirements.

Indicative retention periods are:

candidate data: up to 3 years from last interaction, unless retained for active hiring, future opportunities, consent, legal requirement or dispute handling;  
selected/deployed/contract worker data: up to 8 years from end of engagement or longer where required for payroll, PF, ESIC, tax, labour, audit, client, tender or legal purposes;  
client/vendor/business contact data: for the duration of business relationship and up to 8 years thereafter, or longer where required for legal, accounting, tax, contractual or dispute purposes;  
website enquiry data: up to 3 years from enquiry or last communication, unless converted into a business, candidate or client record;  
dispute, claim, investigation or litigation-related records: until final closure of the matter and expiry of applicable limitation periods.

We may retain limited records even after deletion requests where such retention is necessary for legal compliance, fraud prevention, dispute resolution, contractual obligations, accounting, audit or legitimate business record purposes.

## 11. YOUR RIGHTS

Subject to applicable law, you may have the right to:

know what personal data we process about you;  
request access to a summary of your personal data;  
request correction of inaccurate or incomplete personal data;  
request updating of your personal data;  
request erasure of your personal data, where retention is no longer necessary or legally required;  
withdraw consent where processing is based on consent;  
raise a grievance regarding processing of your personal data;  
nominate another person to exercise your rights in case of death or incapacity, where applicable under law.

To exercise your rights, you may contact us using the details provided in the “Contact and Grievance Redressal” section below.

We may verify your identity before acting on your request. We may refuse, limit or delay a request where permitted by law, including where data must be retained for legal, contractual, employment, payroll, tax, compliance, dispute, audit or legitimate business purposes.

## 12. ACCURACY OF INFORMATION

You are responsible for ensuring that personal data submitted to Mainwire is true, complete, updated and not misleading. If your information changes, you should inform us promptly.

Mainwire will not be responsible for consequences arising from incorrect, outdated, incomplete or false information provided by you.

## 13. BACKGROUND VERIFICATION AND CLIENT REQUIREMENTS

For certain roles, clients or sites, background verification, document verification, police verification, reference checks, medical fitness, qualification checks or address checks may be required.

Such checks will be conducted only where required for employment, staffing, safety, statutory, client, tender or contractual purposes and in accordance with applicable law. Refusal to provide required information may affect your eligibility for certain roles or deployments.

## 14. SENSITIVE PERSONAL DATA

Mainwire generally avoids collecting sensitive information unless required for a lawful and specific purpose.

Health information, disability information, biometric/access information, nominee/family details, government identifiers or similar sensitive details may be collected only where necessary for employment, payroll, statutory benefits, safety, insurance, attendance, access control, client-site deployment, legal compliance or other lawful purposes.

#### 15. MARKETING AND BUSINESS COMMUNICATIONS

We may contact clients, prospective clients, candidates or business contacts through email, phone, SMS, WhatsApp or other channels for service-related communication, job opportunities, hiring requirements, proposals, updates, reminders or relevant business communication.

You may request us to stop sending non-essential promotional communication. However, we may continue to send service, legal, payment, compliance, deployment, payroll, recruitment-process or transaction-related communication where necessary.

#### 16. AUTOMATED TOOLS AND PROFILING

Mainwire may use spreadsheets, databases, job portals, HR tools, search filters or technology-assisted methods to shortlist candidates, manage vacancies, analyse profiles or improve service efficiency.

We do not intend to make decisions that produce significant legal effects solely through automated processing without appropriate human involvement. Final hiring or deployment decisions may also depend on client requirements, interviews, document verification, availability, suitability and applicable law.

#### 17. THIRD-PARTY WEBSITES AND PLATFORMS

Our website or communication may contain links to third-party websites, Google Forms, job portals, social media pages, payment platforms or other external services.

Mainwire is not responsible for the privacy practices, terms, security or content of such third-party platforms. You should review their privacy policies before submitting data to them.

#### 18. CHILDREN'S DATA

Our services are intended for adults and working-age individuals. We do not knowingly collect personal data from children unless required and permitted under law, such as for nominee, dependent, statutory benefit, insurance or emergency contact purposes.

Where required, such information should be provided by a parent, lawful guardian or authorised person.

#### 19. CONFIDENTIALITY OF CLIENT AND CANDIDATE DATA

Candidates must not misuse client information received through Mainwire. Clients must not misuse candidate data shared by Mainwire except for the purpose for which it was shared.

Any unauthorised copying, publication, sale, disclosure or misuse of candidate, employee, client or business data may result in legal action.

#### 20. DATA BREACH

If we become aware of a personal data breach that requires notification under applicable law, we will take reasonable steps to assess, contain and address the breach and notify affected persons and/or authorities as required by law.

#### 21. CONTACT AND GRIEVANCE REDRESSAL

For any privacy-related request, correction, deletion request, consent withdrawal, data access request or grievance, you may contact:

Grievance Officer / Privacy Contact: Aryan Singh  
Designation: Director

Email: mainwireoutsource@gmail.com

Phone: 9098361506

Address: PLOT NO.86, KH. NO. 392, GOVT. GOUSHALA, VILL - LAULAI, PO - CHINHAT, GOMTI NAGAR, LUCKNOW, UTTAR PRADESH, PIN -226010

We will try to respond to valid requests within a reasonable time and in accordance with applicable law. We may ask for proof of identity before processing your request.

## 22. CHANGES TO THIS PRIVACY POLICY

Mainwire may update this Privacy Policy from time to time to reflect changes in law, business practices, services, technology or operational requirements.

The updated version will be posted on our website with the revised effective date. Continued use of our website or services after changes means you acknowledge the updated Privacy Policy.

## 23. GOVERNING LAW

This Privacy Policy shall be governed by the laws of India. Any disputes shall be subject to the jurisdiction of courts at [Bhopal/Madhya Pradesh or applicable jurisdiction], unless otherwise required by law.

## 24. IMPORTANT NOTICE2

This Privacy Policy is intended to explain Mainwire's handling of personal data. It does not create any employment guarantee, job guarantee, placement guarantee, contractual guarantee or service guarantee unless separately agreed in writing.

Submitting personal data to Mainwire does not guarantee selection, interview, deployment, employment, client acceptance or salary offer.