

# SecureVerify Pro

Powered by DigitalCube Consultancy Services Pvt Ltd

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## PRIVACY POLICY

*Effective Date: March 2025 | Last Updated: March 2025*

### 1. Introduction

SecureVerify Pro, operated by DigitalCube Consultancy Services Pvt Ltd ("Company", "we", "us", or "our"), is committed to protecting the privacy and confidentiality of all personal data we collect, process, and store in the course of providing background verification (BGV) services.

This Privacy Policy explains how we collect, use, disclose, and safeguard information when you visit our website [www.secureverifypro.net](http://www.secureverifypro.net), use our platform, or engage our BGV services as a corporate client or a candidate. By accessing or using our services, you agree to the terms of this Privacy Policy.

### 2. Definitions

For the purposes of this Privacy Policy:

- "Personal Data" means any information that identifies or can identify a natural person, directly or indirectly.
- "Sensitive Personal Data" means financial information, biometric data, health records, criminal records, and identity documents.
- "Candidate" means an individual whose background is being verified.
- "Client" means the organization (employer or recruiter) that engages our BGV services.
- "Processing" means any operation performed on Personal Data, including collection, storage, use, disclosure, and deletion.

### 3. Data We Collect

#### 3.1 Data Collected from Clients (Organizations)

- Company name, registration number, and address
- Authorized representative name, designation, and contact details
- Email addresses and phone numbers for account management
- Billing and payment information (processed securely; we do not store card numbers)
- Login credentials (passwords stored in encrypted form)

#### 3.2 Data Collected from Candidates

- Full legal name, date of birth, and gender
- Government-issued identity documents (Aadhaar, PAN, Passport, Voter ID, Driving Licence)
- Current and permanent address details
- Employment history including employer names, designations, dates, and roles

- Educational qualifications and institution details
- Criminal background information (as legally permitted)
- Credit and financial history (where applicable and consented)
- References and professional contact details
- Biometric or photograph data (where required for identity verification)

### 3.3 Automatically Collected Data

- IP addresses and browser/device information
  - Log data including access times, pages visited, and actions taken
  - Cookies and similar tracking technologies (see Section 9)
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## 4. Legal Basis for Processing

We process personal data under the following legal bases in accordance with applicable Indian data protection laws, including the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and the Digital Personal Data Protection Act, 2023 (when applicable):

- Consent: Candidate data is processed only upon obtaining free, informed, and specific written consent from the candidate prior to initiating any verification.
  - Contract: Data is processed to fulfill the service agreement with our corporate clients.
  - Legal Obligation: We may process data to comply with applicable laws, court orders, or regulatory requirements.
  - Legitimate Interests: For fraud prevention, security monitoring, and improving our services, provided such interests are not overridden by data subjects' rights.
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## 5. How We Use Your Data

We use collected data solely for the following purposes:

- Conducting employment background verification as requested by the client
- Identity, address, education, employment, criminal, and reference verification
- Generating verification reports and delivering them to authorized clients
- Communicating with candidates regarding the verification process
- Account management and client support
- Billing and invoicing
- Compliance with legal and regulatory requirements
- Improving platform functionality and service quality
- Fraud detection and prevention

We do not sell, rent, or trade personal data to third parties for marketing purposes under any circumstances.

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## 6. Data Sharing and Disclosure

### 6.1 With Clients

Verification results are shared exclusively with the authorized client who initiated the BGV request, subject to candidate consent.

## 6.2 With Third-Party Verification Partners

To conduct verifications, we may share relevant data with government databases, court record systems, educational institutions, previous employers, and reference checkers. All such partners are bound by confidentiality obligations.

## 6.3 With Technology Service Providers

We engage cloud hosting providers, database services, and email delivery platforms for operational purposes. These service providers are contractually prohibited from using your data for any purpose other than providing services to us.

## 6.4 Legal Disclosures

We may disclose personal data if required by law, court order, or government authority, or to protect the rights, property, or safety of SecureVerify Pro, our clients, candidates, or the public.

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## 7. Rights of Candidates

As a candidate whose data is being processed, you have the following rights under applicable law:

- **Right to be Informed:** You have the right to know what data is collected and how it is used before verification begins.
- **Right of Access:** You may request a copy of the personal data we hold about you.
- **Right to Correction:** You may request correction of inaccurate or incomplete data.
- **Right to Withdraw Consent:** You may withdraw consent at any time, though this may affect the ability to proceed with verification.
- **Right to Grievance Redressal:** You may raise a complaint with our Grievance Officer (see Section 12).

To exercise any of these rights, contact us at [contact@secureverifypro.net](mailto:contact@secureverifypro.net) with the subject line "Data Rights Request".

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## 8. Data Retention

We retain personal data only as long as necessary for the purposes outlined in this policy or as required by law:

- **Candidate verification data:** Retained for 3 years from the date of report generation, unless a longer retention period is mandated by law or client agreement.
- **Client account data:** Retained for the duration of the business relationship and 5 years thereafter for audit and compliance purposes.
- **Log and usage data:** Retained for 12 months.

Upon expiry of the retention period, data is securely deleted or anonymized in accordance with our Data Deletion Policy.

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## 9. Data Security

We implement industry-standard technical and organizational measures to protect your data, including:

- 256-bit SSL/TLS encryption for all data in transit
- AES-256 encryption for sensitive data at rest

- Role-based access control (RBAC) ensuring only authorized personnel access personal data
- Multi-factor authentication for platform access
- Regular security audits, vulnerability assessments, and penetration testing
- Employee data privacy training and confidentiality agreements

Despite our best efforts, no data transmission over the internet is 100% secure. In the event of a data breach that poses a risk to individuals, we will notify affected parties as required by applicable law.

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## 10. Cookies and Tracking

Our website uses cookies to enhance functionality and user experience. We use:

- Essential Cookies: Required for the website to function (login sessions, security tokens).
- Analytics Cookies: To understand how users interact with our platform (e.g., Google Analytics). These do not identify individuals.

You can control cookie settings through your browser. Disabling essential cookies may affect platform functionality.

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## 11. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices of those sites. We encourage you to review the privacy policies of any external sites you visit.

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## 12. Grievance Officer

In accordance with the Information Technology Act, 2000 and applicable rules, we have designated a Grievance Officer for addressing privacy complaints:

### **Grievance Officer**

SecureVerify Pro / DigitalCube Consultancy Services Pvt Ltd

Email: [contact@secureverifypro.net](mailto:contact@secureverifypro.net)

Phone: +91-7428261304

Address: Delhi NCR, India

Complaints will be acknowledged within 48 hours and resolved within 30 days of receipt.

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## 13. Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect changes in our practices, legal requirements, or operational needs. When we make material changes, we will update the "Last Updated" date at the top of this document and notify clients and registered users via email or platform notification.

Continued use of our services after the effective date of any changes constitutes acceptance of the revised policy.

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## **14. Governing Law and Jurisdiction**

This Privacy Policy is governed by the laws of India. Any disputes arising from this policy or our data processing practices shall be subject to the exclusive jurisdiction of the courts in Delhi, India.

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*SecureVerify Pro is a product of DigitalCube Consultancy Services Pvt Ltd*  
[www.secureverifypro.net](http://www.secureverifypro.net) | [www.digitalcube-cs.com](http://www.digitalcube-cs.com)