Bizmitra

Workforce Employee Privacy Notice

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For employees whose employer uses Bizmitra Workforce — what is in your record, where it is stored, and who to ask about it.

Legal entity	**Drushtant Infoweb Private Limited**
Registered office	51, Kailash Complex-A, Near Gundala Gate, Gondal - 360311, Gujarat, India

Interpretation. This document describes Bizmitra's current service and current-law position as at the date above. Mandatory law prevails where it cannot lawfully be varied. Read it with the other Bizmitra legal documents referenced in it.

This Notice is for employees/workers whose employer uses Bizmitra Workforce. It explains Bizmitra's role and where Workforce data is processed. Your employer should provide its own employment/privacy information in addition to this Notice.

1. Who controls your employee record

Your employer creates or authorises your Workforce account. You cannot create an employer Workforce account on your own. Your employer decides why your employment information is placed in Workforce and which functions are enabled. Your employer is therefore normally the controller/responsible party for your employment record. Bizmitra, operated by Drushtant Infoweb Private Limited in India, processes the record on your employer's instructions.

2. What information may be in Workforce

Name, employee code, department, designation and work location.

Mobile/email and address/country information where your employer enters it.

Joining information, leave entitlements/requests and attendance settings/records where enabled.

Payslip/payroll information such as salary amount/components where your employer makes payslips available.

Country-specific statutory identifiers only where relevant to your employer's lawful workflow.

Bank/payment details only where your employer actually enables a payroll/payment workflow requiring them. They are not required for a payslip/leave-only configuration.

Device/session/security information used to protect access to your account.

3. Where your Workforce data is stored

Bizmitra Workforce production data and ordinary server/database backups are hosted in Mumbai, India on Bizmitra's cloud infrastructure. If you work outside India, this means your employer is making your Workforce information available for processing in India.

Workforce employee data is not sent to OpenAI and is not sent to Bizmitra's German AI environment under the current Workforce service. The limited German sales-forecast process used elsewhere in Bizmitra does not use Workforce employee records.

4. Fingerprint / Face ID unlock

If you enable fingerprint, Face ID or another device-supported biometric unlock, your phone performs the biometric check locally using its protected operating-system biometric service. Bizmitra does not receive or store your fingerprint image, face image, biometric template or biometric identifier, and the local success/failure result is not uploaded to Bizmitra. Bizmitra's server may record only ordinary device/session data and a setting that biometric unlock is enabled.

5. Why your data is used

To let you sign in to the employee self-service portal/app.

To display employment information your employer chooses to make available, such as payslips.

To manage leave/attendance or other Workforce functions enabled by your employer.

To secure the account, investigate misuse and maintain necessary audit/security logs.

To meet legal/employment record requirements applicable to your employer or Bizmitra where required.

6. Who can see it

Authorised personnel of your employer can access Workforce information according to permissions configured by your employer. Bizmitra personnel/provider access is limited to what is reasonably necessary to host, secure and support the service. Bizmitra does not sell your Workforce record or use it for advertising.

7. How long it is kept

Your employer determines the retention of employment records subject to employment, payroll, accounting and other laws that apply to it. Bizmitra retains/processes the data according to the customer agreement, legal holds, security requirements and ordinary backup rotation.

8. Your questions and rights

For correction, access, deletion, employment records, payslip or leave questions, contact your employer/HR first because your employer controls the record. Bizmitra will assist your employer with verified privacy requests. You may also contact privacy@bizmitra.io for questions about Bizmitra's processing.

9. Country-specific information

Bahrain

If you are in Bahrain, your employer should provide this Notice and comply with Bahrain's Personal Data Protection Law. The current Bahrain transfer order includes India among jurisdictions to which transfers may be made without prior Authority authorisation under that Order, subject to other legal requirements.

United Arab Emirates

If you are in the UAE, your employer is responsible for the lawful processing basis and the cross-border mechanism used for India hosting under applicable UAE law.

Oman - separate overseas-transfer consent

If you are in Oman, your employer must separately explain the overseas transfer and obtain consent where required under current Oman rules before continuing the transfer. The consent should not be hidden inside general Terms.

Suggested consent text: “I understand that my employer uses Bizmitra Workforce, operated by Drushtant Infoweb Private Limited in India, for employment administration such as payslips and leave. I understand that my Workforce data will be stored and processed in Mumbai, India, outside Oman, and that Workforce data is not sent to OpenAI or Bizmitra’s German AI environment. I expressly consent to this overseas transfer and processing for those purposes. I may contact my employer about withdrawal and any alternative process available where the law permits.”

Your employer should provide this notice/consent in a language you can reasonably understand. If you do not consent where consent is required, ask your employer about an alternative way to receive the relevant HR/payslip service.

10. Acknowledgement (where appropriate)

For countries where the employer is providing a privacy notice rather than relying on consent, the employer may record: “I acknowledge that I have received and read the Bizmitra Workforce Employee Privacy Notice and understand that my employer controls my employment record and that Bizmitra processes it in Mumbai, India on my employer’s instructions.”

An acknowledgement is evidence that a notice was delivered; it does not replace a lawful basis, permit or separate consent where the applicable law requires one.