



**PRIVACY  
NOTICE**

# Privacy Notice for Visitors

## 1. Introduction

L&T Technology Services Limited (hereafter referred to as “LLTS”, “we”, “our”, “us”) is committed to protect the privacy and security of your personal data that we process. This Privacy Notice (‘Notice’) describes our privacy practices regarding collection and use of your personal data when you visit any LLTS office/premises.

This notice must be read together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

## 2. Applicability

This Notice applies to all visitors including but not limited to clients, job applicants, employees, third party service providers, and whoever enter any LLTS office/premises. This Notice does not form part of any contract of employment or contract to provide services. This Notice can be updated at any time.

## 3. Relationship

We are the “Data Controller”, which means that we decide why and how we process your personal data.

## 4. Your personal data that we will process

When you visit any LTTS office/premises, we may need to collect and hold certain information about you and your visit, which may include personal data, and occasionally special category of data or sensitive personal data such as:

- Personal details including but not limited to name, title, signatures, CCTV footage, mobile number etc.
- National ID details including but not limited to passport number and any other national identification number, etc.
- Biometric information
- Relevant health information for the purpose of health and safety at LTTS office/premises or to comply with government notifications.

## 5. How is your personal data collected?

We collect personal data about visitors directly through visitor's registers or visitor's logbook maintained at the reception. We may collect additional personal data in the course of business, if required.

## 6. Purpose for processing your personal data

We may use your personal data when allowed under law and mostly for the following purposes:

- To create gate pass for your entry
- To maintain records, such as for audit purposes
- To ensure the physical security of the people and items, security of confidential Information located in the company's premises or accessible from the company's premises.
- To prevent loss, frauds, thefts, injuries, acts of terrorism and other events of such kind within LTTS office/premises.

We rely on the following lawful basis:

- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) provided your interests and fundamental rights do not override those legitimate interests.
- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest (or for official purposes).

Please note that, when it is required in the interest of our business or is permitted by law, we may process your personal data without your knowledge or consent.

## 7. Data sharing

We may share your personal data with the following recipients:

- Third parties with whom we have a contractual relationship, including but not limited to office security vendors, etc. We require third parties to respect the security of your data and to treat it in accordance with our instructions and as per the law.
- Internal departments, including our IT team, admin team or any other team if access to the data is necessary for performance of their roles.

## 8. Data security

We have implemented reasonable technical, physical, contractual, and organizational safeguards to secure your personal data. Third parties, with whom we may share your personal data, are required to treat such data with the required amount of security, confidentiality, and care.

## 9. Data retention

We will only retain your personal data as long as necessary to fulfil the purposes for which it was collected. Your personal data will be retained and securely destroyed in accordance with our data retention policy or as per applicable laws and regulations.

## 10. Your rights

You have the following rights regarding your personal data:

- right to request access to your data
- right to correct your data if it is incorrect
- right to obtain from the controller the erasure of your data
- right to object to your data being processed

If you wish to exercise your rights, please contact the Data Protection Officer over email [DPO@LTTS.COM](mailto:DPO@LTTS.COM).

For the detailed information, kindly refer to our [data privacy policy](#).