



GIA Services Private Limited
C/o DBS Workspace, 213, Raheja Chambers
Free Press Road
Nariman Point, Mumbai 400021
Maharashtra, India
E: GIAServices@gia.edu

GIA SERVICES PRIVATE LIMITED PRIVACY NOTICE

Last Updated: April 8, 2026

1. Introduction

GIA Services Private Limited (“GIA Services,” “we,” “our,” or “us”) operates as a Global Capability Centre (GCC) that provides administrative, operational, business support, and management services (collectively, the “GCC Services”) to Gemological Institute of America, Inc. and its affiliated entities (collectively, the “GIA Group Entities”). This Privacy Notice (“Notice”) explains how we process digital personal data of individuals who access our website (the “Site”) to learn about employment opportunities or submit job applications for roles based in India.

For purposes of the Digital Personal Data Protection Act, 2023 (“DPDPA”), GIA Services Private Limited acts as a Data Fiduciary with respect to personal data collected under this Notice.

2. Scope

This Privacy Notice only applies to:

- Individuals who visit the Site; and
- Individuals who apply for employment or other job opportunities with GIA Services Private Limited in India.

3. Personal Data We Collect

We collect only personal data necessary for recruitment, job application, and internal operational purposes.

A. Information You Provide

- Name, contact details, email address, and phone number
- Resume/CV, employment history, educational qualifications
- Skills, certifications, references, and application-related information
- Any additional information you voluntarily provide as part of the application process

B. Information Collected Automatically



GIA Services Private Limited
C/o DBS Workspace, 213, Raheja Chambers
Free Press Road
Nariman Point, Mumbai 400021
Maharashtra, India
E: GIAServices@gia.edu

When you access the Site, we may collect limited technical data such as:

- Device and browser information
- IP address and approximate location
- Date and time of access, pages viewed
- Cookies and similar technologies used for security and basic functionality

C. Information from Third Parties

Where permitted, we may receive:

- Information from recruitment platforms or job portals
- Background verification or reference check information

4. Purpose of Processing

We process personal data for legitimate employment-related and internal operational purposes, including:

- Managing recruitment and evaluating applications
- Communicating with applicants and scheduling interviews
- Conducting background verification, where applicable
- Maintaining recruitment records
- Complying with applicable laws and regulatory obligations
- Protecting the security and integrity of our operations

5. Legal Basis for Processing

We process personal data in accordance with legitimate uses permitted under Section 7 of the Digital Personal Data Protection Act, 2023, including processing necessary for employment-related purposes, internal operations, legal compliance, and safeguarding GIA interests.

6. Disclosure of Personal Data

We disclose personal data as necessary for the purposes stated above.

Personal data may be shared with:



GIA Services Private Limited
C/o DBS Workspace, 213, Raheja Chambers
Free Press Road
Nariman Point, Mumbai 400021
Maharashtra, India
E: GIAServices@gia.edu

- GIA Group Entities
- Service providers supporting recruitment, background verification, IT hosting, and security
- Professional advisors such as legal or audit firms
- Government authorities or regulators where required by law

If we are acquired by or merge with another entity, if some or all our assets are transferred to another company, or as part of a bankruptcy proceeding, we may transfer the information we have collected from you to the acquiring entity. We also may transfer certain of your personal data to another company in the course of evaluating a prospective transfer, where permitted by law.

All recipients are permitted to process personal data only for authorized purposes and subject to contractual or legal safeguards.

7. Cross-Border Transfers

Personal data may be transferred outside India, including to the United States, for processing in accordance with this Notice. Where required, we implement reasonable contractual and organizational safeguards designed to protect personal data.

8. Data Retention

We retain personal data only for as long as necessary to fulfill recruitment, legal, and operational purposes.

Applicant data is retained for a defined period following completion of the recruitment process, or longer where required by applicable law.

9. Security Safeguards

We implement reasonable technical, administrative, and physical safeguards designed to protect personal data. No system can be guaranteed to be completely secure.

10. Your Rights

Under the Digital Personal Data Protection Act, 2023, you have the right to:

- Access information about your personal data
- Request correction of inaccurate or incomplete data
- Request deletion of personal data
- Seek grievance redressal



GIA Services Private Limited
C/o DBS Workspace, 213, Raheja Chambers
Free Press Road
Nariman Point, Mumbai 400021
Maharashtra, India
E: GIAServices@gia.edu

- Withdraw consent (where processing is based on consent)
- Nominate an individual to exercise your rights in accordance with law

Requests may be submitted using the contact details below.

12. Grievance Officer

In accordance with the DPDPA, we have appointed a Grievance Officer.

Grievance Officer: Shweta Dubey

Email: sndubey@gia.edu

Address: GIA Services Private Limited
C/o DBS Workspace, 213, Raheja Chambers
Free Press Road, Nariman Point
Mumbai 400021, Maharashtra, India

If a grievance is not resolved, individuals may escalate the matter to the Data Protection Board of India.