

Privacy Policy

Lean Staffing Solutions Website

Lean Staffing Solutions (the expression means and includes LSS (Holdings) Limited and its subsidiaries) respects your privacy and is committed towards protection of your personal information and/ or sensitive personal information.

"Sensitive Personal information" means any information that relates to a natural person, which, either directly or indirectly, is capable of identifying such person.

1. Purpose and applicability

- This Privacy policy will help you understand:
- Purpose of collection of your personal/sensitive personal information;
- The retention period as required by business for lawful purposes.
- Your rights to access and control information.
- Disclosure/ transfer of personal information.
- Measures taken to ensure privacy and security of collected personal/ sensitive personal information.

2. Collection of information

In order to provide you services Lean Staffing Solutions is required to collect personal information / sensitive personal information. LSS is committed to safeguard such information in line with the applicable laws.

Before collection of such information, your consent will be obtained by LSS.

LSS also provides you an option to later on withdraw your consent for usage of the information so collected. In case you withdraw your consent, LSS reserves the right to discontinue the services for which the information was collected.

We may receive passively-collected information through a variety of methods including [Cookies](#)

3. Collection of information by third parties

Please note that at times the information may be collected by third party on behalf of LSS, under a lawful contract. These third parties' websites have their own privacy policies and we urge you

to review them. These websites will govern the use of personal information you submit whilst visiting these websites. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

4. Usage & retention of information

While collecting your information, LSS provides information as to why we are collecting your information and how we will use it.

LSS retains the information collected for a period reasonably required for business purposes or for a period as required under any law.

5. Access to your personal information

LSS permits, as and when requested in writing, to review the information provided. You can write to us at ... for any updating /rectification in the information provided.

6. Closure and transfer of personal information

LSS keeps your personal information confidential except where disclosure/transfer of personal information is required by an order under the law for the time being in force or by government agencies including law enforcement agencies having authority of law, upon their request in writing, even without obtaining your consent.

However, sometimes LSS uses third parties to process your information. LSS requires these third parties to comply strictly with its instructions and not to further transfer your personal information.

LSS also requires that they do not use your personal information for their own business purposes, unless you have explicitly consented.

7. Handling of grievances

LSS remains committed to safeguard your personal information collected and handled by it. In case of any grievances with respect to collection, handling, access, disclosure, transfer, security procedures and protection of your personal information, you can write to us at ...

Alternatively you can direct your concerns and grievances to our designated grievance officer.



LSS strives to address[H2] your concerns and grievances in a timely and effective manner and shall try to resolve them within 30 days of receiving the grievances.

In case of any exceptional situations, where such grievances cannot be handled within 30 days, LSS shall update you.

8. Reasonable security practices and procedures

LSS has formulated and documented LSS Information Security Policy (hereinafter called as “the Policy”) based on international standard IS/ ISO/ICE 27001.

LSS adopts reasonable security practices and procedures, in line with the Policy, which includes technical, operational, managerial and physical security control measures in order to protect your personal information from unauthorized access or disclosure while it is under LSS’ control.

The Policy limits access to personal information on business need basis. Our employees, to the extent they may have access to your personal information, are bound by Code of Business Ethics and Conduct and nondisclosure agreements which obligate them to protect the confidentiality of your personal information.

LSS shall undergo independent assessment / audit of its reasonable security practices and procedures, by an independent third party auditor, approved by the Government of India at least once a year.

9. Changes to privacy policy

LSS reserves the right to amend or modify this Privacy policy at any time, as and when the need arises or as per the requirements of law. LSS request you to visit our site periodically for latest information and changes.

NOTE: There is information about your computer hardware and software that is automatically collected by LSS while collecting/processing your personal information / sensitive personal information. This information can include your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by LSS for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the LSS Web site. Certain provisions of this Policy such as access to your personal information may not be applicable to this information.