

PRIVACY POLICY

Oxygen Bioinnovations Private Limited

www.oxygenbioinnovations.com

Effective Date: 01.03.2026 & Last Updated: 01.03.2026

Oxygen Bioinnovations Private Limited ("Company", "We", "Us", or "Our"), a company incorporated under the Companies Act, 2013 with its registered office in Tamil Nadu, India, is committed to protecting your personal data and respecting your privacy.

This Privacy Policy explains how We collect, use, store, share, and protect your personal information when you visit and interact with our website www.oxygenbioinnovations.com ("Website"). It also describes your rights in relation to your personal data.

By using this Website, submitting any form, or engaging with our services, you acknowledge that you have read, understood, and agree to the practices described in this Privacy Policy. If you do not agree, please discontinue use of the Website.

1. SCOPE AND APPLICABILITY

This Privacy Policy applies to:

- All visitors to the Website, whether browsing anonymously or as registered users;
- Individuals who submit contact forms, internship applications, or business enquiries through the Website or by email;
- Business clients, partners, and collaborators who engage with the Company through the Website;
- Any person whose personal data is collected by the Company in connection with the Website or its services.

This Policy does not apply to third-party websites linked from our Website. We are not responsible for the privacy practices of such external sites.

2. INFORMATION WE COLLECT

2.1 Information You Provide Directly

We collect personal information that you voluntarily provide to us, including:

- Contact Form Submissions: Your name, email address, phone number (if provided), and the content of your message or enquiry.
- Internship and Mentorship Applications: Your name, email address, phone number, educational qualifications, academic institution, area of interest, resume/CV, and any other details you include in your application.

- B2B and Business Enquiries: Your name, designation, organisation name, business email address, phone number, and the nature of your business enquiry or collaboration proposal.
- Payment Information (Future): When online sales are activated, payment details such as billing name, address, and payment instrument details. Note: Card and banking credentials are processed directly and securely by our payment partner Razorpay and are never stored on our servers.

2.2 Information Collected Automatically

When you visit our Website, certain technical information may be collected automatically:

- IP address and approximate geographic location (country/city level);
- Browser type, version, and operating system;
- Device type (desktop, mobile, tablet);
- Pages visited, time spent on pages, and referring URL;
- Date and time of your visit.

This data is collected through server logs maintained by our hosting provider, Vercel. It is used solely for security monitoring, debugging, and improving website performance.

2.3 Cookies and Tracking Technologies

The Website does not currently use active analytics or advertising cookies. In the future, when Google Analytics or similar tools are activated, we will update this Policy and, where required by applicable law, seek your consent before placing non-essential cookies on your device.

Essential cookies necessary for the Website to function (such as session cookies) may be used and do not require your consent. You can manage or disable cookies through your browser settings, though this may affect certain Website functionality.

2.4 Information We Do Not Collect

We do not knowingly collect:

- Sensitive personal data such as biometric data, health records, or government ID numbers through the Website;
- Personal data from children under the age of 18 — our Website is not directed at minors and we request that minors do not submit personal information without parental consent;
- Data through social media plug-ins at this time.

3. HOW WE USE YOUR INFORMATION

We use the personal information we collect for the following purposes:

- To respond to your contact form enquiries, questions, and feedback;
- To receive, evaluate, and process internship and mentorship applications and to communicate with applicants regarding their application status;

- To respond to B2B enquiries and to communicate with potential partners, collaborators, and clients;
- To process orders and payments (when sales are active) and to send order confirmations, invoices, and delivery updates;
- To maintain records of business communications and transactions as required by law;
- To monitor and improve the performance, security, and functionality of the Website;
- To comply with applicable legal obligations, court orders, or regulatory requirements;
- To send you relevant updates, newsletters, or information about our products and services, where you have provided consent to receive such communications.

We will not use your personal data for purposes incompatible with those stated above without your prior consent.

4. LEGAL BASIS FOR PROCESSING (DPDPA 2023 & GDPR)

We process your personal data on the following legal bases:

- **Consent:** Where you have given clear and informed consent to processing, such as subscribing to communications or submitting your resume for an internship. You may withdraw consent at any time by contacting us.
- **Contractual Necessity:** Where processing is necessary to perform a contract with you or to take steps at your request prior to entering into a contract (e.g., processing a service enquiry or order).
- **Legal Obligation:** Where processing is required to comply with applicable Indian law, including the Companies Act 2013, Income Tax Act 1961, and FSSAI regulations.
- **Legitimate Interests:** Where processing is necessary for our legitimate business interests, such as improving our Website, ensuring security, and managing business communications, provided such interests are not overridden by your rights.

5. SHARING OF YOUR INFORMATION

We do not sell, rent, or trade your personal data to any third party. We may share your information only in the following limited circumstances:

5.1 Trusted Third-Party Service Providers

We share data with the following service providers who assist us in operating the Website and delivering our services. All such providers are contractually required to protect your data and use it only for the purposes specified:

Third Party / Vendor	Purpose	Data Shared
Razorpay	Payment processing (future sales)	Name, email, payment card/bank details (processed directly by Razorpay; not stored by us)
Vercel (Web Hosting)	Website hosting and delivery	Server logs, IP addresses (anonymised)

Third Party / Vendor	Purpose	Data Shared
Zoho (Domain / Email)	Domain management and business email	Email address, name (for contact form routing)
Google Analytics (planned)	Website usage analytics (when activated)	Anonymised usage data, cookies, device/browser type

5.2 Legal and Regulatory Disclosure

We may disclose your personal data if required to do so by law, court order, or regulatory authority, or if we believe in good faith that such disclosure is necessary to protect the rights, property, or safety of the Company, our users, or the public.

5.3 Business Transfers

In the event of a merger, acquisition, restructuring, or sale of assets of the Company, your personal data may be transferred to the successor entity, subject to the same privacy protections as described in this Policy. We will notify you of any such change via the Website or email.

6. DATA RETENTION

We retain your personal data only for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable law. The following retention periods apply:

Type of Data	Retention Period	Reason
Contact form enquiries (name, email, message)	1 year	Business correspondence
Internship / mentorship applications (resume, academic details)	2 years	Recruitment and future opportunities
B2B enquiry records	3 years	Business relationship management
Payment and transaction records	7 years	Legal and statutory accounting requirement (Companies Act / Income Tax Act)
Website server logs (IP, device data)	90 days	Security and debugging

After the applicable retention period, your data will be securely deleted or anonymised so that it can no longer be associated with you.

7. DATA SECURITY

- We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, accidental loss, alteration, disclosure, or destruction.

- Our Website is hosted on Vercel, which provides industry-standard security infrastructure including HTTPS/TLS encryption for all data in transit.
- Access to personal data within the Company is restricted to authorised personnel on a need-to-know basis.
- Payment data is handled entirely by Razorpay's PCI-DSS compliant infrastructure. We do not store card or banking credentials on our systems.
- Despite our security measures, no method of transmission over the internet is 100% secure. We cannot guarantee absolute security but are committed to using commercially reasonable practices to protect your data.

8. INTERNATIONAL DATA TRANSFERS

As www.oxygenbioinnovations.com is a globally accessible website, visitors may access it from any country. Our Website is hosted on Vercel's infrastructure, which may involve servers located outside India.

If you are accessing the Website from the European Union (EU) or European Economic Area (EEA), please note that your data may be transferred to and processed in India or other countries that may not have data protection laws equivalent to your home country. By using the Website, you consent to such transfer. We take appropriate safeguards to ensure your data is protected in accordance with this Policy.

For Indian residents, we comply with the Digital Personal Data Protection Act, 2023 (DPDPA) to the extent applicable and notified.

9. YOUR RIGHTS

Depending on your location and applicable law, you may have the following rights in relation to your personal data:

- **Right to 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 personal data.
- **Right to Erasure:** You may request deletion of your personal data where it is no longer necessary for the purposes for which it was collected, subject to legal retention requirements.
- **Right to Withdraw Consent:** Where processing is based on consent, you may withdraw your consent at any time without affecting the lawfulness of processing carried out prior to withdrawal.
- **Right to Object:** You may object to processing of your personal data for direct marketing purposes at any time.
- **Right to Data Portability:** Where applicable, you may request your personal data in a structured, commonly used, machine-readable format.
- **Right to Grievance Redressal:** Under the DPDPA 2023, Indian residents have the right to raise a complaint with the Company's Grievance Officer (see Section 12).

To exercise any of these rights, please write to us at info@oxygenbioinnovations.com. We will respond to your request within 30 days.

10. COOKIES POLICY

10.1 What Are Cookies

Cookies are small text files placed on your device by a website to enable certain functionality, remember your preferences, and gather usage information.

10.2 Cookies We Currently Use

At present, the Website uses only essential cookies necessary for basic Website functionality (such as session management). We do not currently use analytics, advertising, or tracking cookies.

10.3 Future Cookie Use

When analytics tools such as Google Analytics are activated on the Website, we will update this section and implement a cookie consent mechanism where required by applicable law. You will be informed and given the opportunity to accept or decline non-essential cookies at that time.

10.4 Managing Cookies

You can control and manage cookies through your browser settings. Please note that disabling cookies may affect the functionality of certain parts of the Website. For guidance on managing cookies, refer to your browser's help documentation.

11. LINKS TO THIRD-PARTY WEBSITES

The Website may contain links to external websites for your convenience. This Privacy Policy applies solely to our Website. We have no control over and accept no responsibility for the privacy practices or content of third-party websites. We encourage you to review the privacy policy of any external site you visit.

12. GRIEVANCE OFFICER

In accordance with the Information Technology Act, 2000 and rules made thereunder, and the Digital Personal Data Protection Act, 2023 (as applicable), the following person has been designated as the Grievance Officer for privacy-related matters:

Designation: Grievance Officer

Company: Oxygen Bioinnovations Private Limited

Email: info@oxygenbioinnovations.com

Website: www.oxygenbioinnovations.com

State: Tamil Nadu, India

We will acknowledge your grievance within 48 hours and endeavour to resolve it within 30 days of receipt.

13. CHANGES TO THIS PRIVACY POLICY

We reserve the right to update or modify this Privacy Policy at any time to reflect changes in our data practices, applicable laws, or Website features. The revised Policy will be posted on this page with an updated "Last Updated" date.

For material changes that significantly affect your rights or how we process your data, we will make reasonable efforts to notify you directly (by email, if provided) or display a prominent notice on the Website. Your continued use of the Website after such changes constitutes your acceptance of the updated Policy.

14. CONTACT US

If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal data, please contact us at:

Oxygen Bioinnovations Private Limited

Email: info@oxygenbioinnovations.com

Website: www.oxygenbioinnovations.com

State: Tamil Nadu, India

This Privacy Policy is a baseline document prepared for Oxygen Bioinnovations Private Limited. Before publishing on your website, it is strongly recommended that a qualified legal professional review this document to ensure full compliance with the Digital Personal Data Protection Act 2023 (DPDPA), the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, and any applicable EU GDPR obligations if you have European visitors.