

Privacy Policy

1. What Information We Collect We collect

personal information such as your name, contact details, address, and documents (CV, portfolio) submitted with your job application.

2. How We Use Your Information Your information is used solely for recruitment purposes, including:

- Evaluating your qualifications
- Contacting you about your application
- Conducting reference or background checks (if necessary)

3. Data Sharing

We will not share your information with third parties outside [Your Company Name] unless:

- Required by law
- You give us explicit consent

4. Data Security

Your data is stored securely and only accessible by authorized HR personnel. We use appropriate measures to protect your information from loss, misuse, or unauthorized access.

5. Data Retention

We retain your application data for up to [e.g., 6 or 12 months] unless you request deletion sooner.

6. Your Rights You have the right to:

- Request access to your personal data
- Correct inaccurate information
- Request deletion of your data