

## PRIVACY POLICY

Effective Date: \_\_\_\_\_

This Privacy Policy explains how [Company Name] collects, processes, stores, and protects personal data.

### 1. DATA COLLECTED

Candidate Data: • Name • Mobile Number • Email Address • Resume • Educational Qualifications • Professional Registration Numbers • Experience Details • Photograph

Employer Data: • Company Name • Contact Person • Mobile Number • Email • Business Registration Information

### 2. PURPOSE OF PROCESSING

Personal Data is processed for:

• User registration • Job matching • Credential verification • Communication regarding opportunities • Employer-candidate interaction • Compliance with applicable laws

### 3. CONSENT

By registering on the Portal, users provide consent for processing of personal data for recruitment purposes.

### 4. DATA SHARING

Data may be shared with:

• Registered employers • Verification agencies • Technology service providers • Government authorities when legally required

### 5. SECURITY

Reasonable technical and organizational measures are implemented to protect data against unauthorized access.

### 6. USER RIGHTS

Users may:

• Access personal information • Correct inaccurate information • Request deletion subject to legal obligations • Withdraw consent

### 7. CONTACT

Privacy Officer: Email: [privacy@\[domain\].com](mailto:privacy@[domain].com)

Grievance Officer: Email: [grievance@\[domain\].com](mailto:grievance@[domain].com)