

At Talenterra, we are committed to protecting the privacy and confidentiality of our clients, candidates, and all individuals with whom we interact. This Privacy Policy outlines how we collect, use, store, and protect personal information in accordance with applicable data protection laws and regulations.

- **PRIVACY POLICY**

Talenterra collects personal information necessary for the recruitment process and other services we offer. This information may include, but is not limited to, names, contact details, employment history, education, qualifications, references, and other relevant data. We collect this information directly from individuals, through applications, resumes, interviews, and other forms of communication, as well as from third parties such as references, prior employers, or publicly accessible sources.

The personal information we collect is used primarily for recruitment purposes, including assessing candidates for employment opportunities, matching candidates with suitable positions, conducting background checks, and communicating with candidates and clients. Additionally, we may use this information to improve our services, for internal analytics, or to comply with legal obligations.

Talenterra is committed to maintaining the confidentiality and security of personal information. We implement appropriate technical and organizational measures to protect against unauthorized access, disclosure, alteration, or destruction of personal data. Access to personal information is restricted to authorized personnel who need it to perform their job functions.

We do not share personal information with third parties except as necessary for the recruitment process or as required by law. This may include sharing information with

clients, background check providers, or other service providers involved in the recruitment process. Any third parties with whom we share personal information are required to adhere to strict confidentiality and data protection standards.

Talenterra retains personal information for as long as it is necessary to fulfill the purposes for which it was collected or as required by law. Once the information is no longer needed, we will securely dispose of it in accordance with our data retention policies.

Individuals have the right to access, correct, or request the deletion of their personal information held by Talenterra. Requests can be made by contacting us directly, and we will respond in accordance with applicable data protection laws. We also provide individuals with the option to withdraw their consent for the processing of their personal information at any time.

Talenterra may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify individuals of any significant changes to the policy and provide the updated version on our website.

By interacting with Talenterra, you acknowledge and agree to the practices described in this Privacy Policy. If you have any questions or concerns about how we handle personal information, please contact us, and we will address your inquiries promptly.

Your privacy is important to us, and we are committed to protecting your personal information with the highest standards of care and security.

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