



# Privacy Policy – TalentQ Solutions

**Effective Date:** 20 June 2020

At TalentQ Solutions ("we", "our", or "us"), we are committed to protecting the privacy and confidentiality of candidates, clients, employees, and website visitors. This Privacy Policy explains how we collect, use, store, and safeguard personal information.

## 1. Information We Collect

We may collect the following information:

- Full Name
- Contact Number
- Email Address
- Resume/CV and Employment History
- Educational Qualifications
- Professional Certifications
- Job Preferences and Availability
- Communication Records through WhatsApp, Email, LinkedIn, and other channels

## 2. How We Use Your Information

TalentQ Solutions uses personal information for the following purposes:

- Identifying suitable job opportunities
- Sharing candidate profiles with prospective employers
- Conducting recruitment and screening activities
- Scheduling interviews and assessments

- Communicating job openings and career opportunities
- Improving our recruitment services and candidate experience

### **3. Information Sharing**

We do not sell personal information. Candidate information may be shared only with:

- Authorized client organizations for recruitment purposes
- Service providers assisting in recruitment operations
- Government or regulatory authorities when legally required

### **4. Data Security**

We implement appropriate administrative, technical, and organizational measures to protect personal information against unauthorized access, disclosure, alteration, or destruction.

### **5. Data Retention**

Candidate information may be retained for future employment opportunities unless a request is made for deletion.

### **6. Candidate Rights**

Candidates may request:

- Access to their personal information
- Correction of inaccurate information
- Removal of their data from our database
- Withdrawal of consent for future communications

### **7. Communication Consent**

By sharing resumes, applications, or contact details with TalentQ Solutions, candidates consent to receiving communications related to recruitment opportunities through phone calls, emails, SMS, WhatsApp, or professional networking platforms.

### **8. Changes to this Policy**

TalentQ Solutions reserves the right to update this Privacy Policy periodically. Changes will be effective immediately upon publication.

## 9. Contact Us

### **TalentQ Solutions**

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For any privacy-related concerns, please contact us using the details above.