

Effective Date: [.../.../.....]

Thank you for visiting our website. This Privacy Policy explains how we collect, use, disclose, and protect personal information gathered through our website as part of our HR recruitment and consultancy services. We are committed to respecting your privacy and ensuring the security of your personal information. Please read this Privacy Policy carefully to understand our practices regarding your personal information.

1. Information We Collect

1.1 Personal Information

We may collect personal information from you when you voluntarily provide it to us while using our website. The types of personal information we may collect include:

- Contact information (e.g., name, email address, phone number)
- Professional information (e.g., resume, cover letter, employment history)
- Demographic information (e.g., gender, nationality)
- Any other information you choose to provide to us voluntarily

1.2 Non-Personal Information:

We may also collect non-personal information automatically as you navigate through our website. This information may include:

- Device information (e.g., IP address, browser type, operating system)
- Usage information (e.g., pages visited, time spent on the website)

2. Use of Information

We may use the collected information for the following purposes:

- To provide and improve our HR recruitment and consultancy services
- To communicate with you and respond to your inquiries
- To evaluate your suitability for specific job opportunities
- To personalize your experience on our website
- To monitor and analyze website usage and trends
- To comply with legal obligations or enforce our terms and conditions

3. Data Sharing and Disclosure

We may share your personal information with third parties in the following circumstances:

- With our clients and business partners for recruitment purposes
- With service providers who assist us in operating our website and conducting our business
- With legal or government authorities to comply with applicable laws and regulations
- In connection with a corporate transaction, such as a merger, acquisition, or sale of assets

We do not sell, rent, or lease your personal information to third parties for their marketing purposes.

4. Data Security

We implement reasonable security measures to protect the personal information we collect. However, please note that no method of transmission or storage is completely secure. Therefore, while we strive to protect your personal information, we cannot guarantee its absolute security.

5. Your Rights

You have certain rights regarding your personal information, including the right to access, update, correct, and delete your information. If you would like to exercise any of these rights or have any questions or concerns regarding our privacy practices, please contact us using the information provided below.

6. Links to Third-Party Websites

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of those websites. We encourage you to review the privacy policies of any third-party websites you visit.

7. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our privacy practices. Any updates will be posted on this page with a revised effective date. We encourage you to review this Privacy Policy periodically.

8. Contact Us

If you have any questions or concerns about this Privacy Policy or our privacy practices, please contact us at:

[Your Company Name]

[Address]

[Email]

[Phone]

By using our website, you signify your acceptance of this Privacy Policy. If you do not agree to this Privacy Policy, please do not use our website.