

Comprehensive Privacy Policy

Effective date: April 29, 2023

This Comprehensive Privacy Policy provides detailed information on the collection, usage, protection, and disclosure of your personal information when you complete and submit the form on Holicaï ("we," "us," or "our") website. We encourage you to carefully review this Privacy Policy prior to providing any personal information. By submitting the form, you consent to the collection, processing, and utilization of your information in compliance with this Comprehensive Privacy Policy.

I. Types of Personal Information Collected and Purposes for Use

When you submit the form on our website, we collect the following categories of personal information:

1. Name
2. Email address
3. Phone number
4. Country of residence
5. Current role or position
6. Professional experience
7. LinkedIn profile URL
8. GitHub profile URL
9. Portfolio URL (if applicable)
10. Desired salary range
11. Resume (in PDF, Word, or other accepted formats)
12. Cover letter (in PDF, Word, or other accepted formats)

We utilize the collected information for the following purposes:

- a) To address and respond to any inquiries, concerns, or requests that you submit
- b) To assess your qualifications and suitability for potential job opportunities within our organization
- c) To communicate with you about job offers, updates, or other relevant information
- d) To conduct statistical analyses aimed at improving our recruitment processes and services
- e) To ensure compliance with any applicable laws, regulations, or legal obligations

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II. Sharing and Disclosure of Personal Information

We will not sell, rent, or lease your personal information to third parties. Your personal information may be shared with third-party service providers exclusively for the purposes outlined in this Comprehensive Privacy Policy or when mandated by law.

We may disclose your personal information under the following circumstances:

- In compliance with legal requirements, such as in response to a subpoena, court order, or other lawful requests
- If we determine it is necessary to protect our company's rights, property, or the safety of our users or others

III. Security Measures for Personal Information

We employ reasonable security measures to safeguard your personal information against unauthorized access, use, or disclosure. However, please be aware that no method of data transmission over the internet or electronic storage is completely secure, and we cannot guarantee the absolute security of your information.

IV. Retention Period for Personal Information

We will retain your personal information for as long as required to fulfill the purposes stated in this Comprehensive Privacy Policy or to comply with legal obligations. Following this period, your personal information will be securely deleted or anonymized.

V. Your Rights Regarding Personal Information

You reserve the right to access, update, or delete your personal information at any time. To exercise these rights, please contact us using the contact information available on our website. We will address your request promptly, no later than 30 days from the date of submission.

VI. Modifications to This Comprehensive Privacy Policy

We may revise this Comprehensive Privacy Policy periodically. In the event of any updates, we will notify you by posting the revised Privacy Policy on our website. You are advised to review this Comprehensive Privacy Policy regularly for any changes.

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VII. Contact Information

If you have any questions, concerns, or require clarification regarding this Comprehensive Privacy Policy or our handling of your personal information, please contact us using the contact information provided on our website.

By submitting the form, you confirm that you have read, understood, and accept this Comprehensive Privacy Policy, and you consent to the collection, use, and disclosure of your personal information as described herein.

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