

Privacy Policy

Effective Date: 01.05.2025

This Privacy Policy describes the rules for processing personal data by TalentBox in connection with the use of the website available at <https://talent-box.io>.

1. Data Controller

The data controller is Polina Nizhynska, operating as a sole proprietor under the business name TalentBox Polina Nizhynska, with a registered office at Wschowska 8, NIP: 7831876738, REGON: 524763821, email: polina.nizhynska@talent-box.io.

2. Scope of Data Processing

As part of the services we provide, we process the personal data of both candidates and employers, including:

For candidates:

- full name,
- email address and phone number,
- information included in CVs (e.g., education, work experience, skills, photo),
- job preferences,
- IP address,
- other data voluntarily provided via contact forms or attachments.

For employers:

- contact details of the company representative,
- company name and address,
- job title of the contact person,
- data necessary to provide recruitment services.

3. Purpose of Data Processing

Personal data is processed for the following purposes:

- providing job placement and recruitment services,
- presenting job offers to candidates,
- presenting candidates to employers,
- communication with candidates and employers,
- building a candidate database for future recruitment processes (with consent),
- fulfilling legal obligations (e.g., document archiving),
- conducting analytical and marketing activities (with consent).

4. Legal Basis for Processing

Data is processed in accordance with Article 6(1) of the GDPR, in particular:

- based on the data subject's consent (Art. 6(1)(a)),
- to perform a contract or take steps prior to entering into a contract (Art. 6(1)(b)),
- to comply with legal obligations (Art. 6(1)(c)),
- for the legitimate interests pursued by the controller (e.g., archiving, marketing, legal defense – Art. 6(1)(f)).

5. Data Retention Period

Personal data will be retained:

- for the duration of the cooperation,
- for the period necessary to fulfill the purposes of processing (e.g., up to 2 years in the case of a candidate database),
- or until consent is withdrawn.

6. Data Sharing

Data may be shared with:

- employers cooperating with the agency – strictly within the scope of recruitment processes,

- service providers acting on behalf of the controller (e.g., hosting, IT support),
- public authorities – when required by law.

7. Rights of Data Subjects

Every individual has the right to:

- access their personal data,
- rectify their data,
- request data deletion (“right to be forgotten”),
- restrict processing,
- data portability,
- object to processing,
- withdraw consent at any time,
- lodge a complaint with the President of the Personal Data Protection Office (PUODO).

8. Cookies

The website uses cookies to:

- ensure proper website functionality,
 - analyze visitor statistics,
 - personalize content and ads (if applicable).
- Users can manage cookie settings through their browser at any time.

9. Data Security

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, destruction, or alteration.

10. Changes to the Privacy Policy

We reserve the right to amend this Privacy Policy. The updated version will be published on the website.