

Privacy Policy

ENIT HR OÜ is committed to protecting the privacy and security of your personal information. This Privacy Policy describes how we collect, use, disclose, and store your personal data when you visit our website or use our services.

1. Information We Collect

We may collect the following types of personal information from you:

- Contact information such as your name, email address, phone number, and postal address.
- Employment and professional information such as your resume, employment history, skills, and qualifications.
- Agreed upon details about an open position
- Other information you provide to us voluntarily, such as through correspondence or surveys.

2. How We Use Your Information

We use your personal information for the following purposes:

- To provide our recruitment services and match you with potential job opportunities.
- To communicate with you about job openings, interview schedules, and other relevant information.
- To improve our services and website functionality.
- To search for candidates
- To comply with legal obligations and regulations.

3. Legal Basis for Processing

We process your personal information on the following legal bases:

- With your consent, which you may withdraw at any time.
- To fulfill our contractual obligations to you.
- To comply with legal obligations.
- For the legitimate interests of our business, such as providing and improving our services.

4. Data Sharing and Disclosure

We may share your personal information with the following parties:

- Employers and clients seeking candidates for job opportunities.
- Service providers who assist us in delivering our services.
- Employees interested in job at your organization (if agreed to)
- Legal and regulatory authorities as required by law.

5. Data Retention

We retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

6. Your Rights

You have the following rights regarding your personal information:

- The right to access and receive a copy of your personal data.
- The right to rectify inaccurate or incomplete personal data.
- The right to request the erasure of your personal data.
- The right to restrict the processing of your personal data.
- The right to object to the processing of your personal data.
- The right to data portability.

7. Contact Us

If you have any questions or concerns about our Privacy Policy or our handling of your personal information, please contact us at info@enithr.com

8. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any material changes by posting the updated Privacy Policy on our website.

Updated: 4th May 2024