

Privacy Policy for TalentHub BD

Effective date: September 21, 2026

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TalentHub ("TalentHub," "we," "us," or "our") is an online recruitment platform operated by **HR Automation** located at **548, Shaheenbagh, Tejgaon, Dhaka, Bangladesh**

This Privacy Policy explains how TalentHub collects, uses, stores, discloses, and protects personal information when candidates, recruiters, employers, reviewers, and other authorised users access:

- The TalentHub website at <https://talenthub.empulsehris.com>;
- The TalentHub mobile application;
- TalentHub recruitment, messaging, notification, CV, and related services.

By creating an account or using TalentHub, you acknowledge the practices described in this Privacy Policy.

1. Information We Collect

1.1 Account and contact information

We may collect:

- Full name, title, gender, date of birth and marital status;
- Email address and mobile number;
- Residential and mailing address;
- Country, nationality, district, division, upazila/thana and post office;
- Username, encrypted password and account-verification information;
- Candidate number, employer account information and organisation details.

1.2 Candidate profile and CV information

Candidates may provide:

- Passport-size photograph;
- Career objective and professional summary;
- Education, qualifications, results and training history;
- Employment history, responsibilities and achievements;
- Skills, language proficiency and professional memberships;
- Professional licence, registration authority, number and expiry date;
- Preferred job title, functional area, location, employment type and work mode;
- Salary expectations, availability and job-alert preferences;
- References, volunteering activities and other CV information.

Where voluntarily provided and relevant to recruitment, profile information may also include disability or physical-challenge information and requested workplace adjustments.

1.3 Uploaded files

We may collect files uploaded by users, including:

- CVs and cover letters;
- Photographs;

- Educational certificates;
- Experience certificates;
- Training and professional certificates;
- Disability or supporting certificates;
- Other documents submitted for recruitment or profile verification.

Users should not upload unnecessary personal information or documents belonging to another person without proper authority.

1.4 Job applications and recruitment information

When a candidate applies for a vacancy, we may collect:

- Application number and application date;
- Vacancy and employer information;
- Screening-question responses;
- Candidate consent and declarations;
- Matching or shortlisting results;
- Examination, interview and assessment information;
- Recruitment-stage history;
- Selection, offer, onboarding or rejection status;
- Communications between the candidate and authorised recruiters.

1.5 ConnectTalent communications

TalentHub may provide messaging between candidates and authorised recruiters. We may process:

- Message content;
- Message attachments;
- Sender and recipient information;
- Conversation membership;
- Message date, time, delivery and read status.

Users must not send unlawful, abusive, discriminatory, confidential or unrelated material through ConnectTalent.

1.6 Device and technical information

When TalentHub is used, we may automatically collect:

- IP address;
- Device type, operating system and application version;
- Browser type and language;
- Login time, activity logs and error reports;
- Security and session information;
- Push-notification token;
- Information required to diagnose failures, prevent fraud and secure accounts.

TalentHub does not intentionally collect IMEI numbers, SIM serial numbers, contact lists, call logs or SMS content unless a future feature clearly discloses such access and obtains any required permission.

1.7 Mobile permissions

Depending on the features used, the TalentHub mobile application may request permission to:

- Access selected photographs or documents for profile and certificate uploads;
- Use the camera when a user chooses to capture a photograph or document;
- Send notifications concerning applications, jobs, messages and account activity;
- Save user-requested files to the device.

Permissions may be controlled through the device settings. Disabling a permission may prevent the related feature from working.

2. How We Use Information

We may use personal information to:

- Create, verify and secure user accounts;
- Build and maintain candidate profiles and CVs;
- Display public or complete CVs according to the candidate's selected visibility;
- Enable vacancy searches and job applications;
- Match candidate preferences and qualifications with vacancies;
- Send job alerts and recruitment notifications;
- Allow employers and recruiters to review applications;
- Support shortlisting, assessment, interviews, selection and onboarding;
- Operate ConnectTalent messaging;
- Send account-verification and password-reset messages;
- Provide customer and technical support;
- Detect misuse, fraud, unauthorised access and security incidents;
- Maintain audit trails and application records;
- Improve the reliability and usability of TalentHub;
- Comply with applicable legal obligations and respond to lawful requests.

We will not use personal information for purposes materially different from those described here without providing appropriate notice or obtaining consent where required.

3. Candidate Profiles and Employer Access

Candidate information is accessible according to the services and privacy settings used.

When a candidate applies for a vacancy, the relevant employer, recruiter and authorised recruitment reviewers may access information needed to evaluate the application, including the candidate's profile, CV, documents, answers and recruitment history.

If a candidate enables a public CV or public-profile option, the selected information may be accessible through a public or shareable link. Candidates should review the information before making it public and may disable public access where the feature is available.

Employers and recruiters are responsible for using candidate information only for legitimate recruitment purposes and in accordance with applicable law and their own privacy responsibilities.

4. Job Matching and Automated Processing

TalentHub may calculate a job-matching score using information such as:

- Preferred job title;
- Functional area;
- Skills;
- Education;
- Experience level;

- Employment type;
- Work mode;
- Preferred location;
- Responses to screening criteria.

A matching score is intended to help candidates and recruiters organise relevant vacancies. It does not guarantee shortlisting, interview, employment or any particular recruitment outcome. Final recruitment decisions are made by the relevant employer or authorised recruiter.

5. How We Share Information

We may disclose information to:

- Employers and authorised recruiters when a candidate applies for a vacancy or permits profile access;
- Recruitment reviewers, assessors and interviewers authorised for a vacancy;
- Technology providers supporting hosting, email, file storage, security, push notifications and system maintenance;
- Google Firebase or similar services used to deliver mobile push notifications;
- Government, regulatory, judicial or law-enforcement authorities where disclosure is legally required;
- Professional advisers where reasonably necessary;
- A successor organisation in connection with a lawful merger, acquisition or transfer of the service, subject to appropriate notice and safeguards.

We do not sell candidates' personal or sensitive information for monetary consideration.

Service providers may access information only as necessary to perform services for TalentHub and are expected to protect it appropriately.

6. Email and Push Notifications

TalentHub may send:

- Email verification and password-reset messages;
- Application confirmations;
- Job alerts;
- Recruitment-status updates;
- Interview, examination or onboarding notices;
- ConnectTalent message notifications;
- Security and administrative notices.

Users may manage optional job alerts and promotional notifications from their account settings. Essential account, security and application-related communications may continue while the account remains active.

Push notifications may be disabled through the mobile device settings.

7. Data Security

We use reasonable administrative, technical and organisational safeguards designed to protect personal information. These may include:

- HTTPS encryption during transmission;
- Password hashing and access controls;

- Role-based access restrictions;
- Security logging and monitoring;
- Database and file-storage protections;
- Backups and recovery controls;
- Restrictions on authorised personnel and service providers.

No internet-based service can guarantee absolute security. Users are responsible for protecting their passwords and should immediately report suspected unauthorised account access.

8. Data Retention

We retain personal information only for as long as reasonably necessary to:

- Maintain an active TalentHub account;
- Provide recruitment and application services;
- Maintain legitimate recruitment and audit records;
- Resolve complaints and disputes;
- Prevent fraud and security incidents;
- Meet contractual and legal obligations.

Suggested retention schedule—confirm before publishing:

- Retention will continue until the account remains active;
- Active candidate profile: while the account remains active;
- Job applications and recruitment records:
- ConnectTalent messages and attachments:
- System, security and audit logs: [
- Deleted-account backup copies: removed or irreversibly anonymised unless continued retention is legally required.

Information retained for legal, fraud-prevention or security purposes will be isolated and used only for those purposes. Where appropriate, information may be anonymised instead of deleted.

9. Account and Data Deletion

Candidates can request deletion of their TalentHub account and associated personal information through:

- **Mobile application:** Profile → Settings → Delete Account; and
- **Website:** <https://talenthub.empulsehris.com/account-deletion>

A deletion request may require identity verification to prevent unauthorised deletion.

After verification, TalentHub will delete or irreversibly anonymise personal information associated with the account, except information that must be retained for legal compliance, fraud prevention, dispute resolution, security, or legitimate recruitment-record requirements. Any retained information will remain protected and will not be used for unrelated purposes.

Account deactivation, where offered, is different from permanent account deletion.

10. User Choices and Rights

Subject to applicable requirements, users may:

- Access and review their profile information;
- Correct or update inaccurate information;
- Control selected profile and CV visibility;
- Withdraw an application where the service and recruitment stage permit;
- Manage job alerts and optional communications;
- Download certain information or documents;
- Request account and data deletion;
- Ask questions or raise concerns about personal-information handling.

Requests may be submitted to **talenthub@empulsehris.com**. We may request information necessary to verify the requester's identity.

Withdrawing consent or deleting required information may prevent TalentHub from providing some services.

11. Information About Other People

A user who provides information about a referee, supervisor, reviewer or another person confirms that they have lawful authority to provide that information and, where required, have informed that person about the disclosure.

12. Children

TalentHub is intended for job seekers and recruitment users aged 18 years or older. We do not knowingly create accounts for or collect personal information from children under 18.

If we learn that a child has provided personal information without appropriate authorisation, we will take reasonable steps to delete it. Concerns may be reported to **talenthub@empulsehris.com**

13. External Websites and Employer Portals

Vacancies may link to external employer websites or recruitment portals. TalentHub is not responsible for the privacy, security or content practices of independent external services. Users should review the privacy policy of an external service before providing information.

14. International Processing

Technology or service providers may process information outside Bangladesh. Where this occurs, we will take reasonable steps to ensure that appropriate contractual, organisational and technical safeguards protect the information, subject to applicable requirements.

15. Changes to This Privacy Policy

We may update this Privacy Policy when TalentHub's services, technology, legal requirements or information practices change.

The updated version will be published at this URL with a revised "Last updated" date. Where a change materially affects users' rights or the use of personal information, we may provide additional notice through the application, website or email.

16. Contact Us

For questions, complaints, access requests or account-deletion assistance, contact:

Privacy Contact/Officer: Kazi Md. Shakawat Hossain

Organisation: HR Automation

Address: 548, Shaheenbagh, Tejgaon, Dhaka, Bangladesh

Email: kazimdshakawat@empulsehris.com

Support email: support@empulsehris.com

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