



Applicant Privacy Notice

Effective Date: May 27, 2026

Zone & Company Software Consulting, LLC and its affiliates (“Zone,” “we,” “us,” or “our”) are committed to protecting the privacy of job applicants and candidates.

This Applicant Privacy Notice explains how we collect, use, and process your personal information in connection with our recruitment activities. It supplements our general [Privacy Policy](#).

1. Information We Collect

Information you provide directly:

- Name, email address, phone number
- Resume/CV, employment history, education
- Skills, qualifications, and certifications
- Responses to application questions, including, but not limited to:
 - Work authorization status
 - Sponsorship requirements

Information collected during the hiring process:

- Interview notes and evaluations
- Communications with our recruiting team
- Video interview interactions
- AI-generated interview notes

Information from third parties (where applicable):

- Recruiters or staffing agencies
- Public sources such as LinkedIn
- Our applicant tracking system

Background check information (where applicable):

- We run a comprehensive background check within the confines of the law



2. How We Use Your Information

We use your personal information to:

- Assess your qualifications and suitability for employment
- Communicate with you throughout the hiring process
- Schedule and conduct interviews
- Generate interview notes and insights (including via AI tools)
- Conduct background checks where applicable
- Comply with legal and regulatory obligations
- Improve our recruiting and hiring processes
- **Retain your profile for future job opportunities**, unless you request otherwise

3. Legal Basis for Processing (EEA/UK)

For candidates in the European Economic Area (EEA) and United Kingdom, we rely on:

- **Legitimate interests** (recruiting and evaluating candidates)
- **Consent** (e.g., for talent pooling or sensitive data)
- **Legal obligations** (e.g., employment and compliance requirements)

4. Sharing of Information

We may share your personal information with:

- Internal employees involved in hiring (recruiters, hiring managers)
- Service providers, third party-party partners and contractors supporting recruitment

We do not sell your personal information. We do not share it with third-party partners for their own use without your consent

5. International Data Transfers



Because we operate globally, your personal information may be transferred to and processed in countries outside your own, including the United States, in connection with our recruitment and pre-employment screening activities.

Where required by applicable law, we implement appropriate safeguards such as Standard Contractual Clauses or other legally recognized transfer mechanisms, to ensure your information receives protection regardless of where it is processed.

6. Data Retention

We retain applicant data:

- We will retain your data beyond the hiring process to support future requirement in compliance with the law
 - You may request deletion of your data at any time.
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7. Your Rights

Depending on your location, you may have the right to:

- Access your personal information
- Correct inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Withdraw consent at any time
- Request data portability

You may have additional rights under applicable law. Zone will comply with local law.

8. Use of AI in Recruitment

We may use AI-enabled tools to assist with note-taking and summarizing interviews.

These tools:

- Do **not** make automated hiring decisions



9. Security

We implement appropriate technical and organizational measures to protect your personal information, consistent with our general Privacy Policy.

10. Providing Information

Providing personal information is voluntary. However, failure to provide certain information may impact our ability to evaluate your application.

11. Updates to This Notice

We may update this Notice periodically. Updates will be posted with a revised effective date.

12. Contact Us

If you have questions or would like to exercise your rights, please contact:

privacy@zoneandco.com