

Privacy Policy

15.02.2024

1. General Provisions

1.1. This privacy policy defines the procedure for processing personal data and measures to ensure the security of personal data by the operator - Careerum OÜ (hereinafter - the Operator).

1.2. The Operator holds as its primary objective and prerequisite for conducting its activities the respect and upholding of human and civil rights and freedoms during the processing of personal data, including protecting the rights to privacy and confidentiality of personal and family life.

1.3. This Operator's policy regarding the processing of personal data (hereinafter - the Policy) applies to all information that the Operator may receive about personal data subjects.

2. Basic Terms and Definitions

Website - a set of graphic and informational materials, as well as software and databases that ensure their availability on the Internet at the network address <https://careerum.com/>;

Personal data - any information relating directly or indirectly to a specific or identifiable User of the website <https://careerum.com/>, as well as to other personal data subjects who interact with the Operator;

User - any visitor to the website <https://careerum.com/>.

3. Information about the Operator

Careerum OÜ

reg. No. 14726350

Address: Vesivärava 50-201 Tallinn 10152, Estonia

4. Personal Data Processed, Reasons for Processing, and Lawful Basis:

Data Type	Description	Reasons for Processing	Lawful Basis
Surname, name, patronymic	Identification information	To identify you as a contract party	Performance of a contract
Email	Contact information	To communicate with you regarding services, updates, and inquiries	Performance of a contract; Consent for marketing purposes
Phone number	Contact information	To offer personalized assistance or send service-related notifications	Performance of a contract; Consent for marketing purposes
Social media account	Digital presence	For personalized marketing and communication	Consent


Position, place of work, work experience	Professional background	To evaluate qualifications for potential employment opportunities	Consent; Legitimate interest recruitment purposes
Bank card details	Financial information	To process payments for services or issue refunds	Performance of a contract
IP address, geographical location	Technical data	To ensure website security and improve localization of services	Legitimate interests
Browser type and version, operating system	Technical data	To optimize website experience based on technical capabilities and preferences	Consent
Necessary cookies	Technical information	Essential for website operation and to remember your site preferences	Legitimate interests
Marketing cookies	Tracking and preferences	To display personalized advertising and measure effectiveness	Consent
Preference cookies	User preferences	To remember choices you make for a tailored website experience	Consent
Statistics cookies	Analytics	To analyze website usage and improve service delivery	Consent

Consent can be withdrawn at any time by contacting us at info@careerum.com. For processing based on 'Legitimate interests', you have the right to object.

We retain personal data for the period necessary to fulfill the purposes outlined in this Policy. Upon the expiration of this period, the data will be deleted or anonymized, unless otherwise provided by applicable law.

5. Cookies

We make use of cookies to ensure the best possible experience for users on our website. Cookies are small text files that are stored on your device when you visit our site, which help us enhance user experience, analyze site traffic, and offer personalized content and advertisements.

 We are committed to full transparency regarding our use of cookies and how they are utilized on our website. Detailed information about the purpose and mechanism of our cookie usage, as well as instructions on how you can manage and control your cookie preferences, are provided in our [Cookie Policy](#).

6. Data subjects rights

You, as a data subject (individual), have the right to interact with your data directly or through a request to us. This section describes these rights and how you can exercise them depending on your residency.

European Union and United Kingdom residents

You, as a data subject, have the right to interact with its data directly or through a request to us. This section describes these rights and how you can exercise them:

Right	Description
Right to access	You can request an explanation of the processing of your personal data.
Right to rectification	You can change the data if it is inaccurate or incomplete.
Right to erasure	You can send us a request to delete your personal data from our systems. We will remove them unless otherwise provided by law.
Right to restrict the processing	You may partially or completely prohibit us from processing your personal data.
Right to data portability	You can request all the data you provided to us and request to transfer data to another controller.
Right to object	You may object to the processing of your personal data.
Right to withdraw consent	You can withdraw your consent at any time.
Right to file a complaint	If your request was not satisfied, you could file a complaint to the regulatory body.

To exercise your rights, contact us via email hello@careerum.com.

If there is no adequate decision by the European Commission regarding the country we transfer data to, we adopt Standard Contractual Clauses based on legislation assessments for data protection during transfer and storage.

If there is an adequate decision by the European Commission regarding the country we transfer data to, we can transfer personal data to that third country without any further safeguard being necessary.

7. Purposes and grounds for processing personal data

7.1. The purpose of processing personal data is to provide access to services, information and/or materials contained on the website, provide services, inform by sending emails, accept payment for services, refund money, fill vacancies with applicants.

7.2. The Operator also has the right to send the personal data subject notifications about new products and services, special offers and various events. The User/personal data subject can always refuse to receive informational messages by sending a letter to the Operator's email address info@careerum.com marked "Unsubscribe".

7.3. The Operator processes personal data only if they are filled in and/or sent by the personal data subject independently through special forms located on the site <https://careerum.com>, as well as through google forms when responding to vacancies. By filling out the corresponding forms and/or sending his/her personal data to the Operator, the User/personal data subject expresses his/her consent to this Policy.

8. Procedure for collection, storage, transfer and other types of processing of personal data

8.1. The security of personal data processed by the Operator is ensured through the implementation of legal, organizational and technical measures necessary to fully comply with the requirements of current legislation in the field of personal data protection.

The operator ensures the security of personal data and takes all feasible measures to prevent access to personal data by unauthorized individuals.

The User's personal data may be transferred to third parties in order to provide services to Users, as well as in cases related to the execution of applicable law.

In case of detection of inaccuracies in personal data, the User/personal data subject can update them independently by sending the Operator a notification to the Operator's email address hello@careerum.com marked "Personal Data Update".

8.2. The term of processing personal data is unlimited. The personal data subject who provided the Operator with his/her contact/identification data has the right at any time to withdraw his/her consent to their processing (use) by sending an appropriate written application to the email address: info@careerum.com. The application must be made according to the template specified on the site <https://gdpr.eu/right-to-erasure-request-form/>.

8.3. The operator undertakes to make reasonable efforts to protect the data provided by the personal data subject, including but not limited to the following capabilities:

- Forced use of the TLS (Transport Layer Security) mechanism when interacting between the Website and the User;
- Attracting only those contractors to provide services to the User who have an impeccable reputation in the industry.

8.4. Certain pages of the Site may contain web beacons (also known as Internet tags, pixel tags, and clear GIFs). The Operator uses web beacons to collect statistics on site traffic and usage patterns. A web beacon cannot identify a user as an individual.

9. Final Provisions

9.1. Processing contact/identification data that may belong to the category of personal data of an individual is carried out in accordance with the norms of the General Data Protection Regulation (GDPR), this Privacy Policy, and the norms of other regulatory legal acts.

9.2. The Operator is not responsible for the use of personal data when the User transitions to third party sites. The user must independently familiarize himself with the privacy policy of third party sites.

9.3. The personal data subject can receive any clarification on issues of interest regarding the processing of his/her personal data by contacting the Operator via email hello@careerum.com.

9.4. This document will be updated to reflect any changes in the Operator's personal data processing policy. The current version of the Policy is freely available on the Internet at <https://careerum.com>.

9.5. Compliance with the requirements of this Policy is monitored by those responsible for ensuring the security of personal data.