

PRIVACY POLICY

Last Updated: 5/12/2025

1. INTRODUCTION

Welcome to ProSearch Recruiting Group LLC, ("we," "our," or "us"). We are committed to protecting your privacy and the security of your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our recruiting service website at www.prosearchjobs.com ("the Site").

By accessing or using our Site and services, you acknowledge that you have read, understood, and agree to be bound by the terms of this Privacy Policy. If you do not agree with the terms of this Privacy Policy, please do not access the Site.

2. INFORMATION WE COLLECT

2.1 Personal Information

We collect personal information that you voluntarily provide to us when you register on the Site, express interest in obtaining information about our services, or otherwise contact us.

The personal information we collect may include:

- **Contact Information:** Name, email address, mailing address, phone number
- **Professional Information:** Resume/CV, work history, education, skills, certifications, portfolio links
- **Employment Preferences:** Desired position, salary expectations, location preferences, willingness to relocate
- **Additional Information:** Any other information you choose to provide in your application materials

2.2 Automatically Collected Information

When you access our Site, we may automatically collect certain information about your device, including:

- **Device Information:** IP address, browser type, operating system
- **Usage Data:** Pages visited, time spent on pages, referring website addresses
- **Cookies and Similar Technologies:** We use cookies and similar tracking technologies to track activity on our Site and hold certain information to improve your experience

3. CONSENT FOR COMMUNICATION

3.1 Explicit Consent

By submitting your personal information through our Site, you are expressly consenting to be contacted by Prosearch Recruiting Group LLC, regarding potential job opportunities, recruitment updates, recruiting services, and related services. This consent extends to communications via:

- Email
- Phone calls
- Text messages (SMS)
- Postal mail

3.2 Opt-In Mechanisms

When you submit your information, you will be presented with specific opt-in choices for communication channels. These choices are not pre-selected, and you must actively select your preferences:

- "I consent to receive emails about job opportunities and recruitment services."
- "I consent to receive phone calls about job opportunities and recruitment services."
- "I consent to receive text messages (SMS) about job opportunities and recruitment services."
- "I consent to receive postal mail about job opportunities and recruitment services."

3.3 Third-Party Communication

Your consent also extends to potential employers with whom we may share your information. These third parties may contact you directly regarding employment opportunities using the contact methods you have authorized.

4. HOW WE USE YOUR INFORMATION

4.1 Primary Uses

We use the information we collect primarily to:

- Create and manage your candidate profile
- Match your qualifications with job opportunities
- Communicate with you about potential job opportunities
- Provide information about our services and updates
- Improve our recruitment services and website

4.2 Additional Uses

We may also use your information to:

- Respond to your inquiries and requests
- Send administrative information
- Personalize your experience on our Site
- Conduct data analysis and research to improve our services
- Prevent fraudulent transactions, monitor against theft, and protect against criminal activity

4.3 Automated Decision-Making

We may use algorithms and automated systems to match your profile with job opportunities. These automated processes help us efficiently identify potential matches but do not make final hiring decisions without human review.

5. DISCLOSURE OF YOUR INFORMATION

5.1 Sharing with Potential Employers

With your consent, we may share your personal information with potential employers who may have job opportunities matching your qualifications. The information shared typically includes:

- Contact information
- Professional qualifications
- Work history and education
- Skills and experience relevant to the position

5.2 Service Providers

We may share your information with third-party service providers who perform services on our behalf, such as:

- Email delivery services
- CRM and database management providers
- Analytics services
- IT and security services

These service providers are contractually obligated to use your personal information only as necessary to provide these services to us.

5.3 Legal Requirements

We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).

6. DATA STORAGE AND SECURITY

6.1 Data Storage

Your personal information is stored in our secure database systems located in The United States. We retain your information for as long as your account is active, or as needed to provide you services, comply with legal obligations, resolve disputes, and enforce our agreements.

6.2 Data Retention Period

We typically retain candidate information for seven years from your last interaction with our services. After this period, your information may be anonymized or deleted unless a longer retention period is required or permitted by law.

6.3 Security Measures

We implement appropriate technical and organizational security measures designed to protect your personal information from unauthorized access, disclosure, alteration, and destruction. These measures include:

- Encryption of sensitive information
- Regular security assessments
- Access controls and authentication procedures
- Staff training on data protection

However, no method of transmission over the Internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

7. YOUR RIGHTS

7.1 Access and Update

You have the right to access, review, and update your personal information in our systems. You can update much of your information by logging into your account on our Site or by contacting us directly.

7.2 Right to Opt-Out

You may opt-out of receiving communications from us at any time by:

- Following the unsubscribe instructions in any email we send
- Replying "STOP" to any text message
- Contacting us directly using the information in Section 11

7.3 Right to Delete

You may request deletion of your personal information by contacting us. Please note that some information may be retained for legal or legitimate business purposes.

7.4 Additional Rights

Depending on your location, you may have additional rights under applicable laws, such as:

- Data portability (receiving your data in a structured, machine-readable format)
- Restriction of processing
- Objection to processing
- Withdrawal of consent

To exercise these rights, please contact us using the information provided in Section 11.

8. OPT-OUT PROCEDURES

8.1 Email Communications

Every marketing email we send contains an "unsubscribe" link at the bottom. Click this link to opt out of future emails.

8.2 Text Messages

To opt out of text messages, reply "STOP" to any message you receive.

8.3 Phone Calls

To opt out of phone calls, inform the caller that you wish to be placed on our "Do Not Call" list, or contact us directly.

8.4 Complete Opt-Out

To completely opt out of all communications, contact us at info@prosearchjobs.com with the subject line "Communication Opt-Out Request."

8.5 Effect of Opt-Out

Please note that even if you opt out of receiving marketing communications, we may still contact you regarding your account, in response to your inquiries, or for other transactional or administrative purposes.

9. CHILDREN'S PRIVACY

Our Site and services are not intended for individuals under the age of 18. We do not knowingly collect personal information from children under 18. If you are a parent or guardian and believe that your child has provided us with personal information, please contact us. If we become aware that we have collected personal information from a child under 18 without verification of parental consent, we will take steps to remove that information from our servers.

10. CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy from time to time at our sole discretion. If we make material changes, we will notify you by email (sent to the email address specified in your account) or by means of a notice on our Site prior to the change becoming effective. Your continued use of our Site after such modifications will constitute your acknowledgment of the modified Privacy Policy and agreement to abide and be bound by the modified Privacy Policy.

11. CONTACT INFORMATION

If you have questions, concerns, or complaints about this Privacy Policy or our privacy practices, please contact our Data Privacy Officer at:

ProSearch Recruiting Group Attn: Data Privacy Officer 427 Mendocino Ave. Suite 100-175 Santa Rosa, CA 95401 Email: info@prosearchjobs.com Phone: (707) 799-3672
We will respond to all inquiries, requests, and concerns within 30 days.