



PRIVACY POLICY

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Introduction

At Sensorium Agency, we value your trust and respect your privacy. This Privacy Policy explains how we collect, use, and protect the personal information you provide when visiting our website or using our services.

Our goal is to ensure that your experience with us is safe, transparent, and secure. By using our website, you agree to the practices described in this policy. We encourage you to read it carefully so you understand how we handle your information and your rights regarding your data.

Key Points:

What we collect: CVs, contact details, LinkedIn profiles, salary expectations, interview data, and website usage.

Why we collect it: To match talents with opportunities, provide recruitment services, and improve our platform.

Your rights: Access, modify, or delete your data; withdraw consent; or object to processing at any time.

Security: We use advanced encryption, restricted access controls, regular security audits, and established breach protocols.

Sharing: Only with partner agencies, clients, and service providers when necessary for recruitment services.

Contact: For any privacy questions or to exercise your rights, email us at hr@sensoriumagency.com

1. Interpretation and Definitions

1.1 Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

1.2 Definitions

For the purposes of this Privacy Policy:

Affiliate means an entity that controls, is controlled by or is under common control with a party, where “control” means ownership of 50% or more of the shares, equity interest or other securities entitled to vote for election of directors or other managing authority.

Company (referred to as either “the Company”, “We”, “Us” or “Our” in this Agreement) refers to Sensorium Agency, [Your Address], Antananarivo, Madagascar.

Cookies are small files that are placed on your computer, mobile device or any other device by a website, containing the details of your browsing history on that website among its many uses.

Country refers to: Madagascar

Device means any device that can access the Service such as a computer, a cell phone or a digital tablet.

Personal Data is any information that relates to an identified or identifiable individual.

Service refers to the Website and all recruitment services provided by Sensorium Agency.

Service Provider means any natural or legal person who processes the data on behalf of the Company. It refers to third-party companies or individuals employed by the Company to facilitate the Service, to provide the Service on behalf of the Company, to perform services related to the Service or to assist the Company in analyzing how the Service is used.

Third-party Social Media Service means any services or content (including data, information, products or services) provided by a third-party that may be displayed, included or made available by the Service.

Usage Data refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Website refers to Sensorium Agency, accessible from <https://sensoriumagency.com>

You mean the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

2. Collecting and Using Your Personal Data

2.1 Types of Data Collected

2.1.1 Personal Data

While using Our Service, We may ask you to provide Us with certain personally identifiable information that can be used to contact or identify You. Personally identifiable information may include, but is not limited to:

Basic Contact Information:

- Email address
- First name and last name
- Phone number
- Address, State, Province, ZIP/Postal code, City, Country
- LinkedIn profile URL
- Professional social media profiles

Professional Information:

- Complete CV/Resume documents
- Work experience and employment history
- Educational background and qualifications
- Professional skills and competencies
- Industry certifications and licenses
- Professional references and recommendations
- Portfolio links and professional websites

Recruitment-Specific Data:

- Current employment status and availability
- Salary expectations and compensation requirements
- Preferred job locations and willingness to relocate
- Work authorization status and visa requirements
- Notice period and start date availability
- Career objectives and professional goals

Sensitive Personal Data (collected only with explicit consent):

- Family situation for relocation assessment
- Health-related accommodations if disclosed
- Background check information when required by clients
- Right to work documentation

Interview and Assessment Data:

- Interview notes and feedback
- Skills assessment results
- Personality and aptitude test outcomes
- Reference check information
- Video interview recordings (with explicit consent)
- Performance evaluation data

2.1.2 Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information such as Your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that You visit, the time and date of Your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When You access the Service by or through a mobile device, We may collect certain information automatically, including, but not limited to, the type of mobile device You use, Your mobile device unique ID, the IP address of Your mobile device, Your mobile operating system, the type of mobile Internet browser You use, unique device identifiers and other diagnostic data.

We may also collect information that Your browser sends whenever You visit our Service or when You access the Service by or through a mobile device.

Detailed Usage Information includes:

- Pages visited and time spent on each page
- Click-through rates and user interaction patterns
- Search queries performed on our website

- Files downloaded and forms completed
- Email open rates and link click-through rates
- Geographic location data (country and city level)
- Referral sources and marketing campaign effectiveness
- Device and browser specifications
- Screen resolution and display preferences

2.2 Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze Our Service. The technologies We use may include:

Cookies or Browser Cookies: A cookie is a small file placed on Your Device. You can instruct Your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if You do not accept Cookies, You may not be able to use some parts of our Service. Unless you have adjusted Your browser setting so that it will refuse Cookies, our Service may use Cookies.

Web Beacons: Certain sections of our Service and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of a certain section and verifying system and server integrity).

Local Storage: We may use local storage technologies such as HTML5 to store content information and preferences.

Analytics Tools: We use third-party analytics services to better understand how our Service is used.

Cookies can be “Persistent” or “Session” Cookies. Persistent Cookies remain on Your personal computer or mobile device when You go offline, while Session Cookies are deleted as soon as You close Your web browser. We use both Session and Persistent Cookies for the purposes set out below:

Necessary / Essential Cookies

- Type: Session Cookies
- Administered by: Us

- Purpose: These Cookies are essential to provide You with services available through the Website and to enable You to use some of its features. Without these Cookies, the services that You have asked for cannot be provided, and We only use these Cookies to provide You with those services.

Cookies Policy / Notice Acceptance Cookies

- Type: Persistent Cookies
- Administered by: Us
- Purpose: These Cookies identify if users have accepted the use of cookies on the Website.

Functionality Cookies

- Type: Persistent Cookies
- Administered by: Us
- Purpose: These Cookies allow us to remember choices You make when You use the Website, such as remembering your language preference or login information. The purpose of these Cookies is to provide You with a more personal experience and to avoid You having to re-enter your preferences every time You use the Website.

Performance and Analytics Cookies

- Type: Persistent Cookies
- Administered by: Us and third parties
- Purpose: These Cookies are used to analyze how visitors use the Website and to monitor website performance. This allows us to provide a high quality experience by customizing our offering and quickly identifying and fixing any issues that arise.

Marketing and Advertising Cookies

- Type: Persistent Cookies
- Administered by: Third parties
- Purpose: These Cookies track your browsing habits to enable us to show advertising which is more likely to be of interest to you. These cookies use information about your browsing history to group you with other users who have similar interests.
- For more information about the cookies we use and your choices regarding cookies, please visit our Cookies Policy or the Cookies section of our Privacy Policy.

3. Use of Your Personal Data

The Company may use Personal Data for the following purposes:

- **To provide and maintain our Service:** Including to monitor the usage of our Services, maintain our recruitment database, and ensure platform functionality.
- **For recruitment services:** To match candidates with suitable job opportunities, screen and evaluate candidates, coordinate interviews, provide career advice, and facilitate the recruitment process.
- **For the performance of a contract:** The development, compliance and undertaking of recruitment agreements, service contracts, or employment contracts through our Service.
- **To contact You:** To contact You by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as mobile application push notifications regarding job opportunities, interview schedules, recruitment updates, or informative communications related to our services, including security updates when necessary or reasonable for their implementation.
- **For marketing and communication:** To provide You with news about new job opportunities, industry insights, career advice, special recruitment events, and general information about services that are similar to those that you have already used or enquired about, unless You have opted not to receive such information.
- **To manage Your requests:** To attend and manage Your requests, inquiries, applications, and support tickets submitted to Us.
- **For business analytics:** To analyze recruitment trends, improve our matching algorithms, assess the effectiveness of our services, and develop new features and services.
- **For business transfers:** We may use Your information to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Data held by Us about our Service users is among the assets transferred.

- **For legal compliance:** To comply with applicable laws, regulations, legal processes, or enforceable governmental requests, and to enforce our Terms and Conditions.
- **For security and fraud prevention:** To detect, prevent, and address technical issues, fraudulent activity, and security breaches.
- **For other purposes:** We may use Your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our recruitment campaigns and marketing efforts, and to evaluate and improve our Service, products, services, marketing and Your experience.

4. Sharing of Your Personal Data

We may share Your personal information in the following situations:

- With Service Providers:**

We may share Your personal information with Service Providers to monitor and analyze the use of our Service, to process payments, to provide customer support, to send marketing communications, and to facilitate our recruitment services. These include:

 - Email service providers for communication
 - Cloud hosting providers for data storage
 - Analytics providers for usage analysis
 - CRM providers for candidate and client management
 - Background check providers when required
 - Video conferencing platforms for interviews
- With Clients and Employers:**

We share relevant candidate information with potential employers and hiring managers, including CVs, professional background, contact information for interview purposes, salary expectations, and availability. This sharing is essential for our recruitment services.
- With Partner Agencies:**

We may share candidate profiles with trusted partner recruitment agencies to expand job opportunities. This includes CV and professional information, job preferences and availability, and contact details for direct approach. We ensure all partners maintain similar privacy standards.

- iv. **For business transfers:**
We may share or transfer Your personal information in connection with, or during negotiations of, any merger, sale of Company assets, financing, or acquisition of all or a portion of Our business to another company.
- v. **With Affiliates:**
We may share Your information with Our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include Our parent company and any other subsidiaries, joint venture partners or other companies that We control or that are under common control with Us.
- vi. **With business partners:**
We may share Your information with Our business partners to offer You certain products, services, job opportunities, or career development programs.
- vii. **With other users:**
When You participate in public forums, community features, or testimonials, such information may be viewed by other users. If You interact with other users through our platform, they may see limited profile information necessary for recruitment purposes.
- viii. **For legal requirements:**
We may disclose Your personal information when required by law, court order, or governmental request, or when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.
- ix. **With Your consent:**
We may disclose Your personal information for any other purpose with Your explicit consent.

5. International Data Transfers

Your information, including Personal Data, is processed at the Company's operating offices and in any other places where the parties involved in the processing are located. It means that this information may be transferred to — and maintained on — computers located outside of Your state, province, country or other governmental jurisdiction where the data protection laws may differ from those in Your jurisdiction.

Transfer Mechanisms: We implement appropriate safeguards for international transfers, including:

- Standard Contractual Clauses approved by the European Commission
- Adequacy decisions where available
- Binding corporate rules for transfers within our corporate group
- Explicit consent where required

Geographic Scope: As an international recruitment agency, we regularly transfer data to:

- European Union countries for EU-based opportunities
 - United States for US-based positions
 - Other countries worldwide based on specific job opportunities
 - Our service providers located in various jurisdictions
- Your consent to this Privacy Policy followed by Your submission of such information represents Your agreement to that transfer.

The Company will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of Your data and other personal information.

6. Retention of Your Personal Data

The Company will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Specific Retention Periods:

Active Candidates:

- Successful placements: 7 years for contractual, legal, and warranty purposes
- Unsuccessful applications: 3 years for future opportunities and relationship building
- Interview recordings: 2 years unless explicitly requested for deletion earlier

Inactive Candidates:

- No engagement for 2 years: Data archived with limited access
- No engagement for 5 years: Data anonymized or deleted unless legal retention required

Client Data:

- Active clients: Duration of business relationship plus 7 years
- Inactive clients: 5 years after last business interaction
- Contract-related data: As required by applicable commercial law

Marketing Data:

- Newsletter subscribers: Until un-subscription plus 1 year for suppression purposes
- Marketing cookies: Maximum 2 years unless refreshed by user activity

Technical Data:

- Usage Data: Generally retained for 2 years for analytics and service improvement
- Security logs: 3 years for security monitoring and incident investigation
- Backup data: May be retained longer due to technical limitations but with restricted access
- The Company will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of Our Service, or We are legally obligated to retain this data for longer time periods.

7. Your Rights Under Data Protection Laws

7.1 General Rights

You have the following rights regarding your personal data:

Right of Access: You have the right to request copies of your personal data. We may charge a small administrative fee for additional copies.

Right to Rectification: You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.

Right to Erasure: You have the right to request that we erase your personal data, under certain conditions.

Right to Restrict Processing: You have the right to request that we restrict the processing of your personal data, under certain conditions.

Right to Object to Processing: You have the right to object to our processing of your personal data, under certain conditions.

Right to Data Portability: You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

Right to Withdraw Consent: Where we rely on your consent to process your personal data, you have the right to withdraw that consent at any time.

7.2 How to Exercise Your Rights

To exercise any of these rights, please contact us at privacy@sensoriumagency.com with:

- Your full name and contact information
- Specific details of your request
- Proof of identity (to prevent unauthorized access)
- Preferred method of response

We will respond to your request within 30 days of receipt. In complex cases, we may extend this period by up to 60 additional days with notification.

7.3 Right to Complain

If you believe we have not handled your personal data in accordance with applicable law, you have the right to lodge a complaint with the relevant supervisory authority in your jurisdiction.

8. Security of Your Personal Data

The security of Your Personal Data is important to Us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, We cannot guarantee its absolute security.

Technical Security Measures:

- End-to-end encryption for data transmission
- AES-256 encryption for data at rest
- Multi-factor authentication for administrative access
- Regular security patches and updates
- Intrusion detection and prevention systems
- Regular vulnerability assessments and penetration testing

Organizational Security Measures:

- Staff training on data protection and privacy
- Background checks for employees with data access
- Confidentiality agreements with all staff and contractors
- Clear data handling procedures and policies
- Regular audits of data processing activities
- Incident response procedures for data breaches

Data Breach Procedures: In the event of a personal data breach, we will:

- Assess the breach within 24 hours of discovery
- Notify relevant supervisory authorities within 72 hours where required
- Notify affected individuals without undue delay if high risk to rights and freedoms
- Document all breaches and remediation measures taken
- Implement additional safeguards to prevent similar incidents

9. Children's Privacy

Our Service does not address anyone under the age of 18. We do not knowingly collect personally identifiable information from anyone under the age of 18. If You are a parent or guardian and You are aware that Your child has provided Us with Personal Data, please contact Us immediately.

If We become aware that We have collected Personal Data from anyone under the age of 18 without verification of parental consent, We take immediate steps to remove that information from Our servers and terminate any associated accounts.

If We need to rely on consent as a legal basis for processing Your information and Your country requires consent from a parent, We may require Your parent's consent before We collect and use that information.

10. Links to Other Websites

Our Service may contain links to other websites that are not operated by Us. If You click on a third party link, You will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services. This includes but is not limited to:

- Job board websites where we may post opportunities
- Client company websites for direct applications
- Social media platforms for professional networking
- Online assessment and testing platforms
- Video conferencing and communication tools

11. Changes to this Privacy Policy

We may update Our Privacy Policy from time to time to reflect changes in our practices, technology, legal requirements, or other factors. We will notify You of any material changes by:

- Posting the new Privacy Policy on this page with a prominent notice
- Sending an email notification to registered users
- Displaying a notification banner on our website
- Updating the “Last updated” date at the top of this Privacy Policy

Types of Changes:

Material Changes: Require 30 days advance notice and may require renewed consent

Minor Changes: Posted immediately with notification to users

Legal Requirement Changes: Implemented immediately as required by law

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page, unless otherwise specified.

Version History: We maintain a version history of this Privacy Policy to demonstrate our commitment to transparency and to help you understand what changes have been made over time.

12. Contact Information

If you have any questions about this Privacy Policy, wish to exercise your rights, or need to report a privacy concern, You can contact us:

Email: hr@sensoriumagency.com

Website Contact Form: <https://sensoriumagency.com/contact/>