



Talent Square Candidate Application Rules and Privacy Notice

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Your application at a glance

You are applying to the recruiting organisation named on the job page. It decides whom to hire. Talent Square delivers and manages the application for that organisation. If the job page identifies AI comparison, your CV is compared with the job requirements and a human reviews the result. You can ask for access, correction, withdrawal or deletion at support@jobstalentsquare.com or through the recruiting organisation. Marketing and future-job choices are optional. If you accept advertising cookies on a job page, Meta receives a scrambled (hashed) version of your email and phone number to measure job adverts; your CV and answers are never sent.

The usual retention period is the recruitment process plus up to 180 days; active use normally ends within 12 months of applying. A continuing recruitment process or a specific legal duty can justify a different period, as explained below. Forwarded email attachments can remain in a recipient's systems; a deletion request covers coordination with the relevant organisations, rather than an automatic recall of every copy.

1 Rules for submitting an application

Submit information you reasonably believe is accurate and documents you are entitled to share. We send your application to the organisation identified on the job page. Submitting does not guarantee an interview or a job and creates no application fee. Include only relevant professional information and necessary referee details.

Do not include patient or care-home resident information, medical or vaccination records, fitness certificates or criminal-record reports in the ordinary form. Any necessary health, safeguarding or background check is handled separately by the employer through an appropriate confidential process.

For accessibility or recruitment adjustments, use the employer's confidential contact on the job page or ask us to route your request. Do not upload malicious files or instructions designed to manipulate assessments or access another person's information. The ordinary service is not intended for children under 16; employers separately assess applicable working-age and safeguarding rules.

2 Who is responsible

The employer or recruitment organisation named on the job page normally acts as controller: it determines the recruitment purpose, legal basis, recipients and hiring decision. Its job-specific notice gives its contact and any different retention rules. An agency acting for another organisation must identify that arrangement.

TalentSquare Inc., a Delaware corporation, with correspondence address at 2143 Lansing St SE, Grand Rapids, Michigan 49506, United States operates Talent Square. We normally process your application on that organisation's instructions. For our own limited security, legal-compliance and request-handling purposes, we act as a separate controller. Contact support@jobstalentsquare.com. The Website and Business Privacy Notice covers our website and business accounts.

3 What information is used and why

Information includes your name, contact details, CV, relevant application answers and documents. The organisation may add correspondence, review notes and recruitment outcomes. Comparison can generate extracted text, summaries, evidence of matches, scores, rankings and candidate cards. Necessary access, delivery and security events are also recorded.

The purposes are to receive and manage your application, assess relevant qualifications, contact you about recruitment, provide the identified comparison and protect the service. Required fields are marked; without necessary information, the employer may be unable to assess or contact you. Optional fields and optional consents can be left blank.

The job-specific notice identifies the employer's legal bases. Depending on the processing, these may include necessary steps you request before an employment contract, an assessed legitimate interest in recruitment, or an applicable legal obligation. A contract between the employer and Talent Square is not your consent. Our limited independent security and request-handling activities rely on legitimate interests in protecting the service and handling enquiries, or an applicable legal obligation. You may object to eligible legitimate-interest processing.

If a recruiter supplies your information rather than you applying directly, the responsible organisation explains the source, purposes and your rights within the applicable period.

4 CV comparison and human review

Where identified for the vacancy, JobMojito, operated by FreshMint ai OÜ in Estonia, compares professional information in your CV with the job description. For this, JobMojito receives your CV file, name, email address, LinkedIn profile and country, and any specifically identified application answers. Outputs can show matches, missing information, a summary, a score from 0 to 10 and a suggested order in which to contact candidates. They do not include a recommendation to accept or reject you. They inform the recruiter and do not require any decision.

This evaluation can be profiling. A score may influence attention, but can be wrong because of extraction errors, language, incomplete information or the chosen criteria. Missing evidence is not proof that you lack a skill. The service does not authenticate your CV or independently verify professional licences or work eligibility.

The recruitment service requires meaningful human review before a material decision. The reviewer considers the source and criteria, can correct mistakes and can disregard the result. You can ask the recruiting organisation for a factual correction, an explanation of the criteria and human reconsideration; we can route the request. Requests for a reasonable adjustment must not themselves reduce your score. Applicable local AI notices, audit and other safeguards are additional to this notice.

Ordinary CV comparison does not include calling you with an AI agent, recording, voice analysis or interview transcription. A separately offered feature needs its own explanation and any required choice before use. Candidate data is not authorised for shared-model training, emotion inference, biometric identification, unrelated advertising or cross-customer profiles.

5 Recipients and countries

Your information is accessible to authorised recruitment staff and necessary service providers for hosting, email delivery, security and the identified comparison. The accompanying Trust Centre Information describes provider functions. We can provide relevant recipient and transfer details on request. JobMojito may store CVs and identifiable outputs; it is not described as transient processing only. JobMojito is an Estonian company; its infrastructure is mainly in the EU and AI model processing may take place in the United States.

Job pages use Meta Pixel and the Meta Conversions API to measure and improve job advertising. Only if you accept advertising cookies, Talent Square sends Meta Platforms Ireland Limited your hashed email address and phone number, IP address, browser information, Meta cookies and the page view or application event. A hashed value is irreversibly scrambled, but Meta can match it to a Meta account. Your CV, application answers and scores are never sent. Talent Square and Meta are jointly responsible for this collection and transfer; Meta's further use is governed by its own privacy policy. If you reject advertising cookies, nothing is sent to Meta and your application is not affected. When an error occurs on a page, Sentry records a short replay of that page with your text and form entries masked, to fix the error.

An authorised recruiter may send your candidate card and CV to a recipient permitted for the recruitment purpose. The recipient may work for the employer, act as its processor or be another responsible organisation. Delivered attachments may remain in email or recruitment systems outside Talent Square. Those organisations are responsible for the copies they control; we assist with required correction and deletion communications.

Core recruitment hosting is in Stockholm, Sweden. Talent Square is a US organisation, and authorised access or onward services can involve the United States and other disclosed countries. Restricted transfers need an applicable adequacy arrangement or other valid safeguard, such as appropriate standard contractual clauses



and necessary supplementary measures. Ask support@jobstalentsquare.com for relevant details or a copy of safeguards, subject to lawful redactions.

6 How long information remains

Unless a shorter lawful or separately disclosed job-specific period applies, active applications and identifiable comparison results remain until recruitment closes and for up to 180 days afterwards. Active use ends within 12 months of applying unless you are still in a documented continuing recruitment process with a stated next review date. Jobs left open are reviewed every 90 days. Viewing a CV or generating another score does not restart the period.

If offered, a separate optional future-opportunities choice keeps relevant information for up to 12 months from your opt-in. It names the organisation and you can withdraw at any time without affecting your current application. A newsletter choice is separate; unsubscribe through the message or our contact.

Eligible active copies are deleted within 30 days of a valid instruction, or sooner where required. Talent Square backups expire within 90 days after active deletion. Isolated comparison-supplier recovery copies may remain for up to 12 months; they cannot be used for recruitment, comparison, training or marketing. Restrictions are reapplied before any restoration becomes accessible. Our response identifies the actual remaining backup period.

Routine technical logs have a 90-day limit, security and forwarding evidence a 12-month limit, and proportionate rights-request records a 24-month limit after closure. A specific legal recordkeeping duty or dispute can require a restricted archive. We explain any relevant exception and period or review criterion. Minimal records to honour an opt-out or prevent restoration remain only while necessary. An archive cannot be reused for a new recruitment purpose.

7 Your rights and a request to delete everywhere

Depending on applicable law, you may access and obtain a copy, correct or erase information, restrict or object to processing, request portability, withdraw consent and exercise safeguards concerning automated decisions. Consent withdrawal does not change the lawfulness of earlier processing. You can complain to a competent authority; in the EEA this includes the authority where you usually live, work or the alleged infringement occurred.

Write to support@jobstalentsquare.com or the organisation on the job page. Give the email used to apply, enough details to find your application and the action you want. You do not need a Talent Square account or a separate request to every supplier. If you no longer control the email, tell us: we use a proportionate alternative identity check. An authorised representative may act for you. We do not routinely require a passport.

For a request to delete everywhere, we identify the relevant applications and responsible organisations, route their portions without restarting the deadline, and execute eligible deletion in our systems and supplier chain. This includes source files and identifiable extracts, scores and other outputs. Known recipients receive required notifications. For information sent to Meta under section 5, we handle your request for the collection and transfer for which we are jointly responsible with Meta: we stop sending it when you withdraw consent, delete our own related records and, where needed, forward your request to Meta. Meta is responsible for its further use of that information; you can also contact Meta directly through its privacy tools. Analytics and diagnostic data in PostHog, Google Analytics and Sentry are pseudonymous and expire under those services' retention settings; where we can link them to you, we delete them on request. Separate employers' records are handled separately.

Our response distinguishes completed active deletion, supplier confirmation, pending backup expiry, lawful archives and external copies whose deletion remains unconfirmed. We cannot remotely erase an independent employer's email. Unsubscribing, withdrawing an application and requesting erasure are different actions; you may request all relevant actions together.

GDPR requests normally receive a response within one month. Any permitted extension of up to two further months is explained within the first month. Applicable California access, correction and deletion requests normally receive a response within 45 days, with a permitted notified extension. Other rights may have different deadlines. A refusal explains its reason and the applicable complaint or appeal route.



8 United States rights and changes

US rights depend on the applicable state law and its coverage. Where available, they include access, correction, deletion, portability, opt-out of sale or sharing or targeted advertising, limits on qualifying sensitive-information use, authorised-agent requests and protection against discrimination for exercising rights. Employment exemptions in some privacy laws do not remove employment, discrimination or applicable AI protections. To appeal where provided by law, reply asking for a review.

The categories are identifiers, contact, professional and education information, application materials, assessment inferences and necessary device or activity information. Sources, purposes, recipients and retention are described above and in the job-specific notice. Website tracking choices are in the Cookie and Tracking Notice and are separate from your application.

Material changes are explained as required before a new purpose or materially different practice applies. The current and accepted versions are available through our contact. Changes to Trust Centre procedures cannot remove the rights or retention limits in this notice.

9 What the application confirmation means

The application confirmation accepts the submission rules in section 1 and acknowledges the privacy information in sections 2 to 8 and the job-specific notice. It is not blanket consent to processing. Optional marketing and future-opportunity choices remain separate and initially unchecked.