



Talent Square Website and Business Privacy Notice

Release 1.0 • 6 October 2026

This notice explains how Talent Square handles website visitors' and business users' information, including accounts, contact enquiries and payments. Candidate applications have their own Candidate Application Rules and Privacy Notice. You can ask about your information or exercise your rights at support@jobstalentsquare.com.

1 Controller and scope

TalentSquare Inc., a Delaware corporation, with correspondence address at 2143 Lansing St SE, Grand Rapids, Michigan 49506, United States operates Talent Square and is controller for the business and website purposes described here. Contact support@jobstalentsquare.com or write to that address.

Applications are addressed separately in the Candidate Application Rules and Privacy Notice and the named recruiting organisation's job notice. For that organisation's recruitment records, T2 normally acts on its instructions under the Client DPA. This notice does not authorise using candidate CVs for advertising, a shared talent pool or model training. Corporate account acceptance does not create candidate consent.

2 Information and purposes

Information and source	Purpose	EEA basis where applicable
Name, work contact, organisation, role, credentials and account activity from you or your administrator	Create and administer accounts, manage access and provide support	Contract necessity if you are personally a party; otherwise our legitimate interest in serving the organisation and administering authorised access.
Billing contacts, plan and order details, tax information and payment references from you and Stripe	Process payment, reconcile charges and maintain accounting records	Contract or legitimate interests as appropriate; qualifying legal obligation for mandatory records. We do not need CVs for billing.
Landing contact form through Brevo: first and last name, email; optional phone, LinkedIn and message	Answer your enquiry and follow up on the requested service	Steps requested before a contract where applicable, or legitimate interest in answering a business enquiry. Submitting an enquiry does not subscribe you to marketing.
Email and subscription preferences when you separately opt in	Send the identified T2 newsletter or marketing and honour withdrawal	Consent where required by electronic marketing law; another lawful basis only where permitted and explained. No general permission for social-media audiences.
Network, device, security and error information from use of the service	Maintain security, diagnose failures and prevent abuse	Necessary and proportionate legitimate interests or qualifying legal duties. Optional tracking remains subject to applicable consent rules.
Usage events and advertising identifiers from website tools	Measure use or advertising where permitted	Consent for optional technologies where required; applicable opt-out rights and independent GDPR basis also apply. See the Cookie and Tracking Notice.

Information and source	Purpose	EEA basis where applicable
Job or campaign materials supplied by a client and generated campaign content	Create and administer recruitment advertising and permitted content generation	Contract or legitimate interests for relevant business contacts; client instructions for any covered personal content. Do not upload candidate or patient records to creative tools.
Privacy, complaint and incident correspondence from you, an agent or organisation	Resolve requests, demonstrate compliance and establish or defend lawful claims	Qualifying legal obligation or proportionate legitimate interests, depending on the actual duty.

Only fields necessary for the identified purpose are required. Without them we may be unable to provide the requested account or answer. Optional fields can be omitted. We do not need health records, criminal reports, government identity documents, patient information or CVs in the public contact form. If supplied accidentally, we restrict unnecessary use and arrange appropriate handling. A pseudonymous identifier or hashed contact can still be personal information.

A law of a non-EEA country is not automatically a GDPR Article 6(1)(c) basis. We assess the actual obligation and lawful basis where GDPR applies. Legitimate-interest processing is subject to an appropriate balancing assessment and your applicable objection right.

3 Providers and other recipients

Authorised T2 staff and relevant providers receive information needed for their functions. The accompanying Trust Centre Information document describes AWS hosting and email delivery, Brevo contacts and newsletters, Stripe payments, security and analytics services and separately controlled advertising or media providers. Roles follow the actual services and agreements; these are not all candidate-data subprocessors.

Relevant integrations include PostHog (anonymous ID, clicks, URLs, app session recordings with form entries masked and in-app surveys; EU hosting), Sentry (URLs, browser information and masked session replays when an error occurs; hosted in Germany), Google Analytics 4 (IP address, device information and full page URLs), Meta campaign services, Meta Pixel and Conversions API, and YouTube or Vimeo embeds on job pages and the FAQ. Google reCAPTCHA, Maps, Sign-In and Fonts scripts load on every page and receive IP address and device information. OpenAI supports ad copy, job import, image scoring, images, video scripts and moderation; Google Gemini creates images; Black Forest Labs creates videos with a synthetic speaker. Candidate records are not inputs to these creative services. An independently engaged comparison supplier's onward AI services are assessed separately. T2 supplies relevant recipient and route information through its privacy contact.

Comment moderation. When people comment on recruitment adverts that Talent Square runs on Facebook, Instagram or other social channels, comments containing insults, profanity or hate speech are hidden or removed automatically using Meta's own moderation tools and TrollWall, provided by TrollWall AI Technologies j. s. a. (Presov, Slovakia; data hosted in Ireland). TrollWall processes the commenter's public name, profile identifier and comment text on our behalf. The legal basis is our legitimate interest in keeping adverts free of abusive content. We keep this data no longer than needed for moderation and any related query; Meta's own moderation is governed by Meta's terms. You can ask for a hidden comment to be reviewed or exercise your rights through support@jobstalentsquare.com.

Your organisation's administrators can see membership and activity needed to administer its account. We may disclose limited information to professional advisers, competent authorities or business transaction counterparties where lawful and necessary, with appropriate safeguards. A sale of the business does not remove privacy duties. We assess compulsory demands and do not treat them as unlimited access authority.



4 Countries and retention

Core recruitment records are hosted in Stockholm, Sweden. Talent Square is a US organisation; authorised access and provider services can involve the United States and other disclosed countries. Restricted transfers require a valid mechanism, such as appropriate standard contractual clauses with necessary assessments and supplementary measures, or a qualifying adequacy arrangement. You can request relevant recipient details and a copy of safeguards through support@jobstalentsquare.com, subject to lawful redactions.

Ordinary account data is retained during the relationship and for up to 30 days after closure for export and settlement, subject to separately restricted legal records. Contact enquiries are retained for up to 12 months after resolution. Billing and contract evidence may be retained for up to seven years after the relevant financial year or contract termination, only to the extent necessary for applicable records duties or legal claims; shorter periods apply where that necessity ends. Specific longer legal requirements or disputes are recorded and reviewed. These records are not a second candidate database.

Routine technical logs have a 90-day limit; access and security evidence a 12-month limit; and proportionate rights-request records a 24-month limit after closure. Specific legal holds use restricted access and periodic review. Minimal records needed to honour an opt-out or prevent restoration remain only while necessary. Talent Square backup copies expire within 90 days after active deletion. Newsletter subscriptions are reviewed annually and removed or renewed after 24 months without relevant engagement; unsubscribe takes effect sooner.

5 Marketing cookies and embedded services

The public contact form uses Brevo. Any newsletter subscription is separate, optional and initially unchecked. Use the unsubscribe option in a marketing email or contact us to stop it. Necessary service, billing, security and current-application messages are distinct from marketing; unsubscribing from a newsletter does not itself erase an application.

The Cookie and Tracking Notice explains website technologies and choices. Optional tracking choices are separate from submitting a form or creating an account. Where consent is required, you may accept, reject or withdraw optional categories through the website settings. Applicable sale, sharing and targeted-advertising opt-outs, including recognised Global Privacy Control signals, also govern equivalent server-side events. Contact support@jobstalentsquare.com if a control is unavailable or your choice is not being respected.

6 United States notice and choices

US rights depend on the law that applies to the responsible entity and information. Some state laws exempt employment data, but that does not remove discrimination, records, communications or applicable AI duties. The CCPA may cover California applicants, employees and business contacts when the statutory coverage conditions are met.

Category	Purpose and recipient categories
Identifiers and professional contacts	Account, enquiry, authorised service contact and optional marketing; hosting, delivery, contact-service and account administrators as relevant.
Commercial and billing information	Orders, payment and accounting; payment and business administration providers and necessary advisers.
Internet activity and device identifiers	Necessary security; optional analytics or advertising as disclosed; respective technical, analytics, advertising or media recipients.
Communications and permitted user content	Support, requests and supplied campaign content; authorised staff and relevant providers within scope.

Category	Purpose and recipient categories
Sensitive personal information where actually present	Account login credentials require protection. Other sensitive categories are not requested by this ordinary website notice; accidental receipt and qualifying use restrictions are assessed. Candidate-specific information is in the job notice.
Inferences actually generated	Relevant service usage or campaign results; advisory candidate assessments are handled separately under the recruitment notice and DPA.

The table describes information handled for the purposes in this notice. Optional advertising integrations disclose device and online-event identifiers and, on job pages, applicants' hashed email addresses and phone numbers to Meta, which may constitute sharing or targeted advertising under applicable US law. You can exercise the applicable opt-out through website privacy settings or support@jobstalentsquare.com. Candidate CVs, application answers and scores are never sent to advertising providers. Requests about past processing are assessed using the actual records of collection and disclosure.

Where applicable, you may request access or knowledge, correction, deletion and portability; opt out of sale, sharing or targeted advertising; limit qualifying sensitive-information uses; use an authorised agent; and exercise applicable automated-decision rights. You will not be unlawfully discriminated against for exercising a right. Use the displayed website privacy controls or contact support@jobstalentsquare.com. A valid browser opt-out does not require an account. Candidate application acknowledgement does not provide advertising consent.

7 Rights and requests

Depending on applicable law, you may access and obtain a copy, correct or erase personal information, restrict or object to processing, request portability, withdraw consent without affecting earlier lawful use and exercise applicable automated-decision safeguards. In the EEA you may complain to the competent authority, including where you habitually live, work or the alleged infringement occurred.

Contact support@jobstalentsquare.com or write to TalentSquare Inc., 2143 Lansing St SE, Grand Rapids, Michigan 49506, United States. You can also request privacy assistance through the public contact form at <https://www.jobstalentsquare.com/>. Describe your request and give enough information to locate the record. We verify identity and agent authority proportionately. You do not need an account, and losing access to your original email does not prevent a request. Do not send a full identity document unless a justified need and secure route have been explained.

GDPR requests normally receive a response within one month; a justified extension of up to two further months is explained within the first month where permitted. Applicable CCPA access, correction and deletion requests generally receive a response within 45 days, subject to a permitted notified extension. Other request types or jurisdictions can require different deadlines. A refusal explains the reason, applicable complaint route and any available appeal. Where an appeal is provided by law, reply asking for a review; the outcome explains further regulatory options.

For employer-controlled applications we route and assist with requests under the DPA and respond for information we separately control. Local erasure does not prove erasure at another organisation. We identify supplier status, bounded backup retention, lawful archives and independent recipient copies accurately, as explained in section 6 of the Trust Centre Information document.

8 Security and changes

T2 is required to maintain risk-appropriate organisational and technical safeguards and handle incidents according to its role and applicable law. The accompanying Trust Centre Information document explains the contractual baseline. No service guarantees absolute security. Material changes are notified as required, and a new choice is obtained where legally necessary. Routine process updates do not remove rights. Copies of current and accepted versions are available through support@jobstalentsquare.com.