

# Vibright Ltd Privacy Policy

Last Updated: January 26, 2024

## 1. **Introduction**

Vibright Ltd ("we," "us," or "our") is committed to protecting the privacy and security of your personal information. This Privacy Policy outlines the types of personal information we collect, how we use and protect that information, and your rights regarding your personal data.

## 2. **Information We Collect**

We may collect and process the following types of personal information:

- **Candidate Information**: This includes your name, contact details, resume/CV, employment history, and any other information you provide during the recruitment process.
- **Client Information**: If you are a client or potential client, we may collect your name, job title, contact details, and information about your organisation.
- **Employee Information**: For our employees, we collect necessary information for employment purposes, including contact details, employment history, and other relevant details.
- **Website Visitors**: We may collect non-personal information, such as IP addresses, browser type, and pages visited, to improve our website's performance and enhance user experience.

## 3. **How We Use Your Information**

We use personal information for the following purposes:

- **Recruitment Process**: To assess your suitability for employment opportunities, communicate with you, and manage the recruitment process.
- **Client Management**: If you are a client, to provide our services, manage our relationship with you, and fulfill contractual obligations.
- **Employee Management**: For managing employment relationships, including payroll, benefits administration, and HR-related activities.
- **Marketing and Communication**: With your consent, we may send you updates, newsletters, or other marketing materials.
- **Legal Obligations**: To comply with legal and regulatory requirements.

#### 4. **\*\*Sharing Your Information\*\***

We may share your personal information with:

- Third-party service providers involved in the recruitment process.
- Clients for employment opportunities.
- Legal and regulatory authorities to comply with obligations.
- Other third parties with your consent.

#### 5. **\*\*Security and Retention\*\***

We implement appropriate security measures to protect your personal information and retain it only for as long as necessary for the purposes stated in this policy.

#### 6. **\*\*Your Rights\*\***

You have the right to access, rectify, or erase your personal information. To exercise these rights or for any privacy-related inquiries, please contact us at [hello@vibright.consulting](mailto:hello@vibright.consulting).

#### 7. **\*\*Updates to this Policy\*\***

We may update this Privacy Policy periodically. The latest version will always be available on our website.

#### 8. **\*\*Contact Information\*\***

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at [hello@vibright.consulting](mailto:hello@vibright.consulting).

By using our services, you agree to the terms of this Privacy Policy.