

Privacy Policy – Kim Jobs

Date: January 4th, 2026

1. Introduction

Kim Jobs (“we,” “our,” or “us”) is committed to protecting the privacy, confidentiality, and security of all individuals who interact with our services. This Privacy Policy explains how we collect, use, store, and protect personal information obtained through our website, recruitment activities, training programs, and professional services. By using our website or engaging with our services, you consent to the practices described in this policy.

2. Information We Collect

We collect personal information only when it is relevant to the services we provide. This may include:

2.1 Personal Identification Information

- Full name
- Email address
- Phone number
- Mailing address
- Date of birth (when required for immigration or verification purposes)
- Valid passport information (for candidates seeking international opportunities)

2.2 Professional Information

- Résumés, CVs, cover letters, and portfolios
- Employment history and qualifications
- Skills, certifications, and language abilities
- References and professional assessments

- Interview notes and performance evaluations

2.3 Technical Information

- IP address
- Browser type and device information
- Website usage data (pages visited, time spent, interactions)

This information helps us improve our website and user experience.

2.4 Additional Information Provided Voluntarily

Any information you choose to share with us during consultations, interviews, training sessions, or communication with our team.

3. How We Use Your Information

We use personal information strictly for professional and operational purposes, including:

- Evaluating candidate suitability for job opportunities
- Presenting candidate profiles to clients (with consent)
- Providing training, coaching, and development programs
- Communicating about job openings, updates, or service offerings
- Supporting immigration-related processes when applicable
- Improving our website, services, and user experience
- Maintaining accurate internal records and compliance documentation

We do **not** sell, rent, or trade personal information under any circumstances.

4. Sharing of Information

We may share personal information only in the following situations:

4.1 With Employers and Clients

Information is shared only when a candidate has expressed interest in an opportunity and has given explicit consent.

4.2 With Service Providers

We may work with trusted third-party partners who assist with website hosting, data storage, communication tools, or administrative support. These partners are required to maintain strict confidentiality and comply with privacy standards.

4.3 Legal Requirements

We may disclose information if required by law, regulation, court order, or government request.

5. Data Storage and Security

We take reasonable and industry-standard measures to protect personal information from unauthorized access, loss, misuse, or disclosure. These measures include:

- Secure data storage systems
- Restricted access to personal information
- Encryption and password protection
- Regular monitoring of our digital environment

While we strive to protect your information, no method of transmission or storage is completely secure. We encourage users to take appropriate precautions when sharing sensitive information online.

6. Data Retention

We retain personal information only for as long as necessary to fulfill the purposes outlined in this policy, comply with legal obligations, or maintain accurate business records. Candidates may request the removal of their information at any time.

7. Your Rights

You have the right to:

- Access the personal information we hold about you
- Request corrections or updates to inaccurate information
- Withdraw consent for future communication
- Request deletion of your personal data (subject to legal requirements)
- Ask how your information is being used or shared

To exercise these rights, you may contact us directly.

8. Cookies and Website Tracking

Our website may use cookies or similar technologies to enhance user experience, analyze traffic, and improve functionality. You may adjust your browser settings to refuse cookies, but this may affect website performance.

9. Third-Party Links

Our website may contain links to external websites. We are not responsible for the privacy practices or content of third-party sites. We encourage users to review the privacy policies of any external websites they visit.

10. Updates to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, services, or legal requirements. The most recent version will always be available on our website. Continued use of our services constitutes acceptance of any updated terms.

11. Contact Information

If you have questions, concerns, or requests related to this Privacy Policy or your personal information, you may contact us directly through the communication channels provided on our website.