

Privacy Policy

Effective Date: 30/01/2024

Last updated: 29/08/2025

1. Introduction

This Privacy Policy applies to **Salve.Inno Consulting sp. z o.o.** (Poland), **Salve.Inno Consulting LTD.** (United Kingdom), and **Salve.Inno Consulting LLC** (United States), as well as our trading names **Salve.Inno Consulting**, **SalveSync**, and **SalveLab** (together referred to as “*Salve.Inno*,” “*we*,” “*us*,” or “*our*”).

We are committed to protecting your personal data and respecting your privacy. This Policy explains how we collect, use, and share your information when you use our websites, services, and recruitment platforms, and informs you about your rights under applicable data protection laws, including the **EU General Data Protection Regulation (GDPR)**, **UK GDPR**, and the **California Consumer Privacy Act (CCPA/CPRA)**.

By using our Services, you agree to the collection and use of information in accordance with this Privacy Policy.

2. Interpretation and Definitions

Interpretation

Words with capitalized initial letters have meanings defined under the following conditions. The definitions apply whether they appear in singular or plural.

Definitions

For this Privacy Policy:

- **Account** means a unique account created for you to access our Services.
- **Affiliate** means an entity that controls, is controlled by, or is under common control with us.
- **Company / We / Us / Our** means Salve.Inno Consulting sp. z o.o., Salve.Inno Consulting LTD., Salve.Inno Consulting LLC, and our trading names SalveSync and SalveLab.
- **Cookies** are small files placed on your device by a website, used for multiple purposes (see Cookie Policy).
- **Country** refers to Poland, with operations in the United Kingdom and the United States.
- **Device** means any device that can access our Services, such as a computer, smartphone, or tablet.

- **Personal Data** means information that relates to an identified or identifiable individual.
- **Service** means our websites, recruitment platforms, assessment solutions, and consulting services.
- **Service Provider** means any third-party processor engaged to support our Services (e.g., hosting, ATS, analytics).
- **Usage Data** refers to information collected automatically when using our Services (IP address, browser type, session data, etc.).
- **You / Your** means the individual accessing or using our Services, whether as a candidate, client, partner, contractor, or website visitor.

3. Types of Data We Collect

We may collect the following categories of data:

a) Candidates

- Contact details (name, email, phone, address).
- CV/resume, career history, qualifications, references.
- Assessment results (psychological, technical, or skills-based).
- Interview notes, communications, and preferences.
- Visa/work permit status and salary expectations.

b) Clients and Partners

- Contact details (name, title, company, email, phone).
- Contract details, invoices, communications, and project records.

c) Website Visitors

- Technical data (IP address, browser type, device).
- Cookies and analytics data.
- Interaction with our website, forms, and marketing tools.

d) Other Information

- Any information you voluntarily provide by email, phone, or forms.

We do not knowingly collect data from children under 16.

4. How We Use Your Personal Data

We may use your Personal Data for the following purposes:

- To provide recruitment services (sourcing, screening, introducing candidates).
- To deliver HR consulting, assessments, and development services.
- To operate **SalveSync** (assessment centre platform) and **SalveLab** (development tools).
- To manage client and partner relationships.
- To comply with legal and regulatory obligations.
- To operate and improve our websites and services (including analytics and cookies).
- To send updates, offers, and marketing (where permitted by law).

5. Legal Basis for Processing

Under **GDPR/UK-GDPR**, our processing bases include:

- **Consent** (Art. 6(1)(a)) – e.g., when you opt-in for marketing.
- **Contract** (Art. 6(1)(b)) – e.g., providing recruitment or consulting services.
- **Legal obligation** (Art. 6(1)(c)) – e.g., tax, compliance, or reporting duties.
- **Legitimate interest** (Art. 6(1)(f)) – e.g., maintaining business relationships, preventing fraud.

Under **CCPA/CPRA**, we collect information only for business purposes and do not sell personal information.

6. Sharing and Transfers of Data

We may share your data with:

- Our group entities (Poland, United Kingdom, United States).
- Clients, for recruitment and consulting purposes.
- Service providers (ATS, cloud hosting, analytics, payment processing).
- Regulators or authorities, when required by law.

Because we operate globally, your data may be transferred outside your country, including to the United States and United Kingdom. We implement safeguards such as **Standard Contractual Clauses (SCCs)** and equivalent measures.

7. Data Retention

We retain personal data only as long as necessary:

- Candidate data: normally **up to 24 months** after last activity (unless required longer).
- Client and partner data: for contract duration + up to **6 years** for legal/accounting purposes.
- Assessment data: for the agreed project duration or as anonymised research data.
- Website data (cookies/analytics): **12-24 months**, depending on cookie type.

8. Your Rights

Depending on your jurisdiction, you may have the right to:

- Access, correct, or delete your personal data.
- Restrict or object to processing.
- Data portability.
- Withdraw consent at any time.
- File a complaint with a supervisory authority (e.g., **UODO** in Poland, **ICO** in the UK, relevant authority in your country).

California residents have additional rights under CCPA/CPRA:

- Right to know what personal information is collected.
- Right to request deletion.
- Right to opt out of sale/sharing (we do not sell data).
- Right to non-discrimination.

9. Cookies and Tracking

We use cookies and similar technologies for website functionality, analytics, and marketing. You can manage your preferences through our **Cookie Policy** and via your browser settings.

10. Security

We take technical and organizational measures to protect personal data, including encryption, secure storage, and restricted access. However, no system is fully secure, and we cannot guarantee absolute security.

11. Children's Privacy

Our Services are not directed to individuals under 16. We do not knowingly collect data from children.

12. Changes to this Policy

We may update this Privacy Policy from time to time. Any updates will be posted here with a revised “Last updated” date.

13. Contact Us

If you have questions or wish to exercise your rights, contact us:

Email: **privacy@salveinno.com**

- **Salve.Inno Consulting sp. z o.o.** - Poland (EU headquarters)
- **Salve.Inno Consulting LTD.** - United Kingdom
- **Salve.Inno Consulting LLC** - United States