

Effective Date: October 2025

Entity: *HireFirst.ai Private Limited*

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1. Introduction

HireFirst.ai Private Limited (“HireFirst.ai”, “we”, “our”, or “us”) respects your privacy. This Policy explains how we collect, process, and protect information through **HireFirst.ai**, our recruitment-automation platform, during job posting, management, and candidate-matching operations.

2. Scope

This Policy covers:

- Job-related data created by recruiters in HireFirst.ai; and
- Candidate information **uploaded directly by recruiters** for internal evaluation and matchmaking.

This version **does not include candidate data received from LinkedIn**, since the Apply Connect integration is not yet active.

3. Information We Collect

We collect the following categories of information:

A. Recruiter and Job Data

- Job title, description, skills, salary range, and related metadata.
- Recruiter profile and contact information.
- Logs and timestamps of job creation, update, and closure.

B. Candidate Data (Uploaded by Recruiters)

- Candidate names, resumes, contact details, and professional information uploaded for screening or shortlisting.
- Such data is handled solely within HireFirst.ai’s secure environment. For AI-based resume matching, anonymized or pseudonymized candidate data may be

transmitted securely to **third-party AI model providers (such as Google Gemini)** through **paid APIs**.

- These providers contractually ensure that inference data is **not used for model training or retention** beyond the duration of the request. No candidate data is shared for any marketing, profiling, or unrelated analytics purposes.

C. System and Usage Data

- Platform analytics, device metadata, and log files used to improve performance and ensure security.

4. How We Use the Information

- Publish and synchronize job listings with LinkedIn (for approved integration).
- Enable recruiters to store and manage candidate profiles uploaded by them.
- Provide AI-based resume matching and shortlisting features.
- Maintain internal logs for audit, troubleshooting, and compliance.

We do **not** receive candidate data from LinkedIn in this phase.

5. Data Retention

- Job and recruiter data are retained for **12 months** after job closure unless legally required otherwise.
- Uploaded candidate data follows the same 12-month retention window unless the client requests earlier deletion.
- Logs older than the retention period is securely purged.

6. Security

We employ industry-standard security measures to protect all data processed in HireFirst.ai, including:

- **Encryption in Transit and at Rest:** All candidate PII and resumes are encrypted using **TLS 1.2+** during transmission. We encrypt data at rest using **Fernet symmetric encryption (AES-128-CBC with HMAC-SHA256)**.
- **OAuth 2.0 Authentication:** Managed via **Microsoft Entra ID**.
- **Access Control:** Role-based authorization with least-privilege permissions.
- **Audit Logging:** Job creation, update, and closure activities are logged.

- **Monitoring & Backups:** Continuous monitoring and encrypted daily backups.

7. Data Location

Data is currently stored in **Microsoft Azure (India Region)**.

We plan to extend storage to the **EU region** in the future for enhanced GDPR compliance.

Users will be notified before any regional transition.

8. Data Sharing

- Job data is shared with LinkedIn solely for job-posting synchronization.
- Candidate data uploaded directly by recruiters remains within Hirefirst.ai's secure platform. Data sent to external AI APIs is transmitted using TLS 1.2+ and includes only the minimum required attributes for inference. Personally identifiable information (PII) is encrypted or masked before transmission.

9. Your Rights

Recruiters and clients may:

- Access or export their organization's job and candidate data.
- Request correction or deletion of stored candidate information.
- Delete their HireFirst.ai account and associated data (subject to retention rules).

Requests can be sent to support@hirefirst.ai

10. Updates to this Policy

We may revise this Policy as our integration scope expands (e.g., when LinkedIn Apply Connect is enabled).

All updates will be posted here with a revised effective date.