

# Candidate Privacy Policy

*Video Interview & Recruitment Data*

Effective: March 2026 | v1.0

## 1. Who We Are & What This Covers

Entrupy, Inc. (“Entrupy,” “we”) is committed to protecting the privacy of all job candidates. This policy explains how we handle your personal data during our recruitment process, including when you complete a one-way video interview via Hireflix (hireflix.com).

We comply with applicable data protection laws wherever you’re located, including GDPR (EU/EEA/UK), CCPA (California), and LGPD (Brazil).

*Questions? Reach us at [privacy@entrupy.com](mailto:privacy@entrupy.com).*

## 2. What We Collect

- **Contact info:** Name, email, phone number, and mailing address
- **Application materials:** Resume/CV, cover letter, work history, and education
- **Video interview:** Video and audio recordings of your responses via Hireflix, plus session metadata (date, time, duration)
- **Technical data:** IP address, browser type, and device info (collected automatically)

*Your participation in the video interview is voluntary. You’ll be clearly informed before recording begins. If you’d prefer not to record, let us know and we’ll explore alternatives.*

## 3. How We Use Your Data

- Evaluating your qualifications and fit for the role
- Enabling our hiring team to review your application and video responses
- Communicating with you about your application status and next steps
- Complying with employment and anti-discrimination laws
- Improving our recruitment process and candidate experience

We process your data based on consent (for video recordings, where required by law), our legitimate interest in evaluating candidates, and legal obligations. All video recordings are reviewed by human members of our hiring team — we do not use AI or automated scoring to evaluate your responses.

## 4. Who Sees Your Data

We do not sell your personal data. We share it only with:

- **Hireflix:** Hireflix processes your video recordings on our behalf. Their privacy policy is at [hireflix.com/privacy](https://hireflix.com/privacy).
- **Service providers:** Our applicant tracking system, email platform, and cloud storage providers — all contractually bound to protect your data.
- **Legal requirements:** Where required by law, regulation, or legal process.

If your data is transferred internationally (e.g., to the US), we use appropriate safeguards like Standard Contractual Clauses.

## 5. How Long We Keep It

We retain your data (including video recordings) for up to 12 months after a hiring decision is made, or 12 months from position closure if no decision is reached. This covers the standard window for employment-related legal claims.

With your consent, we may keep your info in our talent pool for future roles — you can request removal anytime. After the retention period, your data is securely deleted.

## 6. Your Rights

Regardless of where you're located, you can:

- **Access:** Request access to or a copy of the data we hold about you
- **Correction:** Ask us to correct inaccurate data
- **Deletion:** Request deletion of your data (subject to legal retention requirements)
- **Withdraw consent:** Withdraw consent at any time where processing is consent-based

Depending on your jurisdiction, you may also have the right to data portability, restriction of processing, objection to processing, or filing a complaint with your local data protection authority. We're happy to help you understand what applies to you.

**To exercise any right, email [privacy@entrupy.com](mailto:privacy@entrupy.com) — we'll respond within 30 days.**

## 7. How We Protect Your Data

We use encryption in transit and at rest, role-based access controls, regular security audits, and secure deletion protocols. Only authorized members of our hiring team can access your information.

## **8. Changes & Contact**

We may update this policy as our practices or legal requirements evolve. Material changes will be communicated to active candidates. The effective date above always reflects the latest version.

**Entrupy, Inc. — Privacy Team**

**Email:** [privacy@entrupy.com](mailto:privacy@entrupy.com)

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