Personal data processing policy and privacy notice in Colombia

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Who the controller is

For any matter about your data, write to soporte@globalagenttic.com.

When you apply or create your account on a company's job portal, that company is the controller of the data for its job openings and hiring processes, and it shows you its own notice. Selezziona processes that data on the company's behalf.

This notice applies to anyone who uses selezziona.com in Colombia. We follow Statutory Law 1581 of 2012 and the other data protection rules of Colombia.

What data we keep

To create your account you need your first name, your last name and your email address. Everything else is optional: phone number, ID type and number, where you live, photo, licenses, availability, shifts, work arrangement, whether you can travel or relocate, expected salary, links, permission to work in other countries, experience, education, courses, languages, skills, your resumes and the documents you upload. You can apply without a profile, but the company will have less information to evaluate you.

If you want, you can tell us your sex and your year of birth. We use them only for group statistics without names. Human Resources (HR) does not see them, and they are never used to evaluate you. We keep your photo only if you upload it, and it is not used to evaluate you either.

We do not ask for data about your health, religion, ethnic origin, political opinions, union membership or sex life. Please do not include it in your profile or your resume.

We also keep your applications, the messages from companies, the messages you send us and, when you accept a notice, the date, the version and part of your IP address.

If you write to us from Help and contact, we keep your message, your email address and the tracking number. If you report a job opening without an account, we keep the reason and an encrypted summary of your connection that does not show your IP address, so we can count repeated reports.

If you create a company account

If you create a company or agency account, we keep your name, your email address, your phone number if you give it, the company's name, country and industry, and the campaign that brought you to us. We use them to create the account and its job portal, give you access to the panel, notify you about the end of the free trial and about your plan, and reply to you. We keep them while the account exists and afterward for as long as billing laws require.

If your company requests the "Verified company" badge

If your company requests the "Verified company" badge, we keep the data it enters (legal name, tax ID number, address, name of the legal representative, website and phone number), the email address of the person who sends the request and the documents it uploads, including the legal representative's ID document. We use them only to check the company's identity and decide whether it receives the badge. To help the reviewer, we compare the NIT (Colombia's tax ID) and the legal name with the RUES

(Colombia's public business registry) published on datos.gov.co. We also check whether the website opens with HTTPS, whether the email domain matches the website and whether another account uses the same tax ID number, and we call the company's phone number to read out a code. None of this uses artificial intelligence, and a person on our team makes the decision.

The documents are stored encrypted, and only the Selezziona team that reviews the request opens them. Each time someone opens one, it is logged. We do not show them to other companies or to job seekers: the portal shows only the badge with the date of the review. While the badge is valid, we keep the documents to handle reports. We delete them 90 days after we reject the request, after the badge ends or after the request has gone unsent for 90 days. The person who sends the request must have authorization from the company and from the legal representative to provide their data. The legal representative can exercise their rights as described in "Your rights."

What we use it for

- To let you sign in to your account with a code sent by email.
- To fill in your profile with what your resume says, if you upload it.
- To send your application to the company you choose and show you what stage it is at.
- To send you the job opening alerts you asked for.
- To show your profile, without your name or contact details, in the company network, only if you turn it on.

We do not sell your data.

Why we can use it

We use your data because you give us your consent when you create your account, and to provide the service you request, such as sending your application to the company you choose. We keep the date and the version you accepted. You can withdraw your consent free of charge at any time, as easily as you gave it, from Privacidad y datos (Privacy and data).

Creating your account, filling in your profile, sending your applications and protecting the site are necessary for the service. Job opening alerts by email and the company network are optional, and you can turn them off in your account.

Artificial intelligence

When you upload your resume in your selezziona.com account, we first read it on our own servers with fixed rules, without artificial intelligence, and suggest data for your profile. If the rules do not find your experience or your education, we may ask an artificial intelligence model to read the text of the file to look for them. Before we send it the text, we remove your name, your ID number, your email address and your phone number. You decide which data you keep.

Your Professional resume is built with fixed rules, without artificial intelligence. If you ask for writing suggestions, an artificial intelligence model receives the position you are looking for, your professional profile, your duties, your achievements and your job titles, without your name, your ID number, your email address, your phone number or the names of the companies. The suggestions change nothing until you accept them. For these two tasks we use a model on our own servers or one of the providers we name in "Providers and transfers of data to other countries."

If you use the translator in the English version, your texts are translated on our own servers and do not go

to an outside provider.

When you apply with your resume or upload it on a company's job portal, an artificial intelligence model from an outside provider reads its text for that company. Before we send it the text, we remove your name, your ID number, your email address and your phone number. To check a diploma or a certificate you upload on a company's job portal, we send an image of the document, which may show your name.

When you apply, the company can use the Selezziona evaluation, which compares your profile with the requirements of the job opening and gives a result for each requirement, with its reason. Your age, sex, marital status, nationality, religion, disability and photo are never part of that evaluation. A person at the company makes the decision to interview or hire you. You can object to a decision made only by an automated process by writing to the company or to us.

Who sees your data

A company sees your profile if you applied on its job portal or created your account there. With the "Otras vacantes" (Other job openings) box in Mi perfil (My profile), you decide whether it can consider you for other job openings. Other companies do not see your data, except your profile without your name or contact details if you turn on the company network. If you also turn on the network for other countries, companies in those countries see it, along with your answer about permission to work.

Our team sees your data only to give you support or to review a report.

Providers and transfers of data to other countries

These providers process your data only on our behalf and only for what we ask of them: Hetzner hosts the platform on servers in Germany; Cloudflare (United States and its global network) delivers the site and checks that the person filling in a form is a human; Resend (United States) sends the emails; and to read resumes, check documents and prepare writing suggestions we use OpenRouter (United States), which sends each task to the model we chose for it, and OpenAI (United States). By contract they must protect your data and must not use it for anything else or to train their models.

For this reason your data is stored and processed outside Colombia. Some of those countries are not on the list of countries with an adequate level of data protection kept by the Superintendencia de Industria y Comercio (SIC), Colombia's data protection and consumer protection authority. By accepting this notice, you expressly authorize that transfer.

Cookies

selezziona.com uses necessary cookies to remember the country you choose, your answer to the cookie notice and your session when you sign in to your account. Cloudflare sets its own cookies to protect the site from automated programs. If you arrive from a campaign, we store its name without any of your data. If you accept measurement, we count visits per page without knowing who you are.

Cookie: ats-site-country
What it is for: Remember the country you chose
How long it lasts: 1 year
Set by: Selezziona

Cookie: ats-site-consent
What it is for: Remember your answer to the cookie notice
How long it lasts: 1 year
Set by: Selezziona

Cookie: ats_cs

What it is for: Keep your session open when you sign in to your account
How long it lasts: Until you sign out or it expires
Set by: Selezziona

Cookie: ats_cc
What it is for: Check the access code we sent you
How long it lasts: 15 minutes
Set by: Selezziona

Cookie: ats_reg_email, ats_next, ats_site_join
What it is for: Carry your email address and the page you were on from sign in to account creation
How long it lasts: 15 minutes
Set by: Selezziona

Cookie: ats-site-confirm
What it is for: Confirm the email address of a newly created company account
How long it lasts: 24 hours
Set by: Selezziona

Cookie: __cf_bm and other Cloudflare cookies
What it is for: Tell people apart from automated programs and protect the forms
How long it lasts: 30 minutes or whatever Cloudflare sets
Set by: Cloudflare

Cookie: `_ga` and `_ga_` followed by a code
What it is for: Count visits in Google Analytics, only if you accept measurement
How long it lasts: 2 years
Set by: Google

If you accept measurement, we count visits on our own server and also use Google Analytics, a Google service. Google Analytics stores `_ga` cookies to tell one visit from another and shows us totals: pages opened, where you came from, the country and the type of device. We do not use Google for advertising and we do not send it your name, your email or your CV. If you do not accept measurement, the page does not load Google Analytics. You can change your answer at any time with “Cookie preferences,” at the bottom of every page. You can also delete cookies in your browser settings; if you delete the necessary ones, the site asks you again for your country and your answer to the notice.

Security

We protect your data with technical and organizational measures: encrypted connections, access only for those who need it and a log of who accesses what. If an incident affects your data, we notify you by email and notify the authority of your country within the time its law requires.

How long we keep it

We keep your data while you have your account. If you go 24 months without signing in or applying and no company has a hiring process open with you, we remove your name and your contact details. Each company removes names from its applications after the period it sets, which is 24 months if it does not choose another. If you delete your account, we delete your personal data, your resumes and your documents, and your applications remain without your name or your contact details. We keep the record of your authorizations for as long as the law requires.

Your rights

You have the right to:

- Know, update and correct your data.
- Ask for a copy of the authorization you gave us.

- Know how we use your data.
- Withdraw your authorization or ask us to delete your data, unless a law or a contract requires us to keep it.
- Consult your data free of charge at least once a month.

In your account, in Privacidad y datos, you can download your data in PDF or JSON and delete your account.

How to make a request. Write to us from Help and contact and choose “My personal data”, or write to soporte@globalagenttic.com. Tell us what you want to request and which data it is about. You can make a request even if you do not have an account. To confirm that it is you, we reply to the email address of your account. We give you a tracking number so you can follow your request. If your request is about an application on a company’s job portal, we pass it to that company, which is the controller, and we let you know.

We answer an inquiry within 10 business days and a claim within 15. If we need more time, we tell you why: up to 5 more business days for an inquiry and 8 for a claim. If your claim is missing something, we ask you for it within 5 days; if you do not reply within 2 months, we consider the claim withdrawn. After writing to us, you can file a complaint with the Superintendencia de Industria y Comercio, Delegatura para la Protección de Datos Personales (its data protection office): www.sic.gov.co.

Our privacy team handles your inquiries and claims at soporte@globalagenttic.com. The candidate database exists for as long as Selezziona provides the service.

Minors

You must be 18 or older to create an account. If we learn that an account belongs to a minor, we delete it.

Changes to this notice

If we change who the controller is or what we use your data for, we notify you by email and in your account before the change applies. If we add a new use, we ask for your consent again. The date of the last update is at the top of this notice.

Language

This is an English translation of the Spanish text. If the two versions differ, the Spanish version applies. You can read the Spanish version.