Privacy notice in Costa Rica

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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 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 Costa Rica. We follow Law 8968 on the Protection of Individuals with regard to the Processing of their Personal Data and its regulations, Executive Decree 37554-JP and the other data protection rules of Costa Rica.

What data we keep

To create your account, you need your first name, your last name and your email. Everything else is optional: phone number, type and number of ID, where you live, photo, licenses, availability, shifts, work arrangement, whether you can travel or relocate, salary expectation, links, work permits for 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. They are used only for group statistics without names. HR (Human Resources) does not see them, and they are never used to evaluate you. We only keep your photo if you upload it, and it is not used to evaluate you either.

We do not ask you for data about your health, religion, ethnic origin, political opinions, union membership or sex life. We ask you not to include it in your profile or in 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 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, your phone number if you give it, the company's name, country and industry, and the campaign that brought you to us. We use this data to create the account and its 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 it while the account exists, and afterward for as long as billing laws require.

If your company requests "Verified company"

If your company requests the "Verified company" badge, we keep the data it enters (legal name, tax number, address, name of the legal representative, website and phone number), the email 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 person reviewing the request, we compare the cédula jurídica (Costa Rica's corporate ID number) and

the legal name with the tax status lookup of Hacienda (Costa Rica's Ministry of Finance). We also check whether the website opens with HTTPS, whether the email domain matches the website, and whether another account uses the same tax 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 a document, it is logged. We do not show the documents to other companies or to people looking for a job: the portal only shows 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, 90 days after the badge ends, or when 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 your data for

- So you can sign in to your account with a code we send 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 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 your data

We use your data because you give us your consent when you create your account, and to provide the service you ask for, 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) in your account.

Creating your account, filling in your profile, sending your applications and protecting the site are necessary for the service. Job 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 find them. Before we send the text to the model, we remove your name, your ID, your email and your phone number. You decide what data you save.

Your Professional resume is put together with fixed rules, without artificial intelligence. If you ask for wording suggestions, an artificial intelligence model receives the position you are looking for, your professional summary, your duties, your achievements and your job titles, without your name, your ID, your email, your phone number or the names of the companies. The suggestions do not change anything until you accept them. For these two tasks, we use a model on our own servers or one of the providers we name in "Service 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 are not sent to an outside provider.

When you apply with your resume or upload it on a company's portal, an artificial intelligence model from an outside provider reads its text for that company. Before we send the text to the model, we remove your name, your ID, your email and your phone number. To check a diploma or a certificate that you upload on a company's 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 you 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 portal or created your account there. With the "Otras vacantes" (Other job openings) checkbox in Mi perfil (My profile), you decide whether the company 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 your profile, along with your answer about work permits.

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

Service providers and transfers of data to other countries

These providers process your data only on our behalf and only for what we ask them to do: 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 wording suggestions we use OpenRouter (United States), which routes each task to the model we choose for it, and OpenAI (United States). Under their contracts, they must protect your data and may not use it for anything else or to train their models.

For this reason, your data is stored and processed outside Costa Rica. 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 keep the campaign's name without any data about you. If you accept measurement, we count visits per page without knowing who you are.

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

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

Cookie: ats_cs
What it is for: Keeps your session open when you sign in to your account

How long it lasts: Until you sign out or the session expires
Set by: Selezziona

Cookie: ats_cc
What it is for: Checks the sign-in 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 and the page you were on from sign-in to registration
How long it lasts: 15 minutes
Set by: Selezziona

Cookie: ats-site-confirm
What it is for: Confirms the email 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 the time 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 for your answer to the cookie notice.

Security

We protect your data with technical and organizational measures: encrypted connections, access only for the people 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 in your country within the time its law requires.

How long 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 period. 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 can ask to access your data, correct it, delete it, object to a use of it, or take it with you. 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 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 portal, we pass it on to that company, which is the controller, and we tell you that we did.

We reply free of charge within 5 business days at most. If you withdraw your consent, we apply it within 5 business days and notify the companies that received your data. If you are not satisfied, you can file a complaint with the Agencia de Protección de Datos de los Habitantes (Prodhab), Costa Rica's data protection agency, at www.prodhab.go.cr.

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.