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### Welcome to **InterHRM**.

The following legal documents govern your access to and use of the InterHRM website and platform, including the **Privacy Policy**, **Terms and Conditions**, **Employer Terms**, **Candidate Terms**, and **Cookie Policy**.

InterHRM is a professional digital platform designed to connect Self-Employed Professionals, Candidates and Employers through **carefully selected, high-quality job opportunities**. InterHRM operates as a **technology and information platform only** and does not act as an employment agency, staffing provider, or labor leasing company.

By accessing or using the InterHRM platform, you acknowledge that you have read, understood, and agree to be bound by the applicable legal documents listed below. These documents explain how the platform works, how your data is handled, and what rights and responsibilities apply when using InterHRM.

**PLEASE READ THESE TERMS CAREFULLY BEFORE USING THE SERVICE BECAUSE THEY AFFECT YOUR LEGAL RIGHTS AND OBLIGATIONS.**

If you do not agree with any part of these documents, please refrain from using the platform.

For transparency and user protection, InterHRM complies with applicable **European Union legal and data protection requirements**, including the **General Data Protection Regulation (GDPR)**.

## INTERHRM - PRIVACY POLICY

This Privacy Policy explains how **InterHRM** online platform (mentioned as “InterHRM”, “we”, “us”, “our”) collects, uses, stores and protects personal data when users access or use the InterHRM website and online platform (the “Platform”).

We are committed to protecting personal data in accordance with the **General Data Protection Regulation (EU) 2016/679 (“GDPR”)** and applicable EU laws.

### 1. Data Controller

#### **Data Controller:**

InterHRM Email: [interhrmoffice@gmail.com](mailto:interhrmoffice@gmail.com)

Website: [www.interhrm.com](http://www.interhrm.com)

### 2. Scope of This Policy

This Privacy Policy applies to:

- website visitors,
- registered candidates / job seekers,
- employers and company representatives,
- any individual interacting with the Platform.

### 3. Personal Data We Collect

Depending on how you use the Platform, we may collect the following categories of personal data:

#### 3.1 Identification Data

- Name
- Username
- Email address
- Company name (for employers)

#### 3.2 Professional Data

- CV / resume
- Work experience
- Education
- Skills
- Job preferences
- Profile information

### 3.3 Technical Data

- IP address
- Browser type and version
- Device information
- Log files
- Cookies and similar technologies

### 3.4 Payment Data

- Subscription and billing information  
(*Payment details are processed by third-party payment providers; InterHRM does not store full card data.*)

## 4. Legal Basis for Processing (GDPR Art. 6)

We process personal data on the following legal bases:

- **Consent** (Art. 6(1)(a)) – e.g. newsletter subscription
- **Contractual necessity** (Art. 6(1)(b)) – account creation, platform services
- **Legal obligation** (Art. 6(1)(c)) – accounting, taxation
- **Legitimate interest** (Art. 6(1)(f)) – platform security, fraud prevention, service improvement

## 5. Purpose of Data Processing

Personal data is processed for the following purposes:

- operating and maintaining the Platform,
- creating and managing user accounts,
- enabling employer–candidate interactions,
- publishing and managing job listings,
- processing subscriptions and payments,
- improving service quality and user experience,
- ensuring platform security and compliance,
- fulfilling legal and regulatory obligations.

## 6. User Responsibilities

Users are responsible for ensuring that any personal data they upload or share:

- is accurate,
- is lawfully shared,
- does not violate third-party rights.

Employers must comply with applicable data protection laws when accessing candidate data.

## 7. Data Sharing and Transfers

We may share personal data only with:

- IT and hosting service providers,
- payment processors,
- analytics and security providers,
- public authorities where legally required.

Data is **not sold**.

InterHRM does not transfer data outside the EU/EEA.

If data is transferred outside the EU/EEA, appropriate safeguards are applied (e.g. Standard Contractual Clauses).

## 8. Data Retention

We retain personal data only for as long as necessary:

- while an account is active,
- as required by law,
- for legitimate business purposes.

Users may request deletion of their account at any time.

## 9. Cookies and Tracking

The Platform uses cookies and similar technologies for:

- essential functionality,
- analytics,
- performance optimization.

Details are provided in the **Cookie Policy**.

## 10. Data Subject Rights (GDPR Chapter III)

You have the right to:

- access your personal data,
- rectification of inaccurate data,
- erasure (“right to be forgotten”),
- restriction of processing,
- data portability,
- object to processing,
- withdraw consent at any time.

Requests may be sent to **interhmoffice@gmail.com**.

## **11. Data Security**

InterHRM applies appropriate technical and organizational measures to protect personal data against unauthorized access, loss or misuse.

However, no system can guarantee absolute security.

## **12. Children's Data**

The Platform is not intended for individuals under the age of 16. We do not knowingly collect data from minors.

## **13. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. The latest version will always be available on the Platform.

## **14. Complaints**

If you believe your data protection rights have been violated, you have the right to lodge a complaint with:

**European National Authority for Data Protection and Freedom of Information**  
or your local EU supervisory authority.

## **15. Contact**

**interhrmoffice@gmail.com**  
**www.interhrm.com**

## INTERHRM - TERMS AND CONDITIONS

These Terms and Conditions (“Terms”) govern the access to and use of the InterHRM website, online platform and related services (collectively, the “Platform” or “Service”).

The Platform is operated by **InterHRM** (afterwards mentioned as “InterHRM”, “we”, “us”, “our”).

By accessing or using the Platform, you agree to be bound by these Terms. If you do not agree, you must not use the Platform.

### 1. Scope of the Service

InterHRM is an online professional platform designed to provide access to curated, high-quality job opportunities, career-related content and employer–candidate interactions.

InterHRM provides an online job platform that connects:

- employers, recruiters, organizations, and service providers
- job seekers, freelancers, contractors, and candidates
- self-employed professionals.

InterHRM acts **solely as a platform provider** and:

- does **not** operate as an employment agency, staffing agency or labor leasing company,
- does **not** participate in employment negotiations,
- does **not** employ candidates,
- does **not** guarantee hiring outcomes.

Any employment relationship, contract or agreement is created **exclusively between the Employer and the Candidate**.

### 2. User Categories

The Platform may be used by:

- **Candidates / Job Seekers**
- **Employers / Organizations**
- **Self-Employed / Professionals**
- **Visitors** (limited functionality)

Each User must use the Platform in accordance with these Terms and applicable laws.

User Accounts:

Users may be required to create an account to access certain features.

You are responsible for:

- providing accurate and up-to-date information,
- maintaining the confidentiality of your login credentials,

- all activities conducted under your account.

InterHRM reserves the right to suspend or terminate accounts that violate these Terms.

### **3. Registration and Accounts**

To access certain features, Users may be required to create an account.

Users agree to:

- provide accurate, current and complete information,
- keep login credentials confidential,
- be responsible for all activity under their account.

InterHRM reserves the right to suspend or terminate accounts if:

- false or misleading information is provided,
- these Terms or applicable laws are violated,
- platform security or integrity is threatened.

### **4. Job Listings and Content**

Employers, as Users and authorized Users are responsible for the accuracy, legality, and content of job postings.

InterHRM aims to present **selective and high-quality job opportunities**, but does not guarantee:

- accuracy or completeness of job postings,
- availability or continuity of any job offer,
- successful hiring or candidate selection.

InterHRM may review, restrict or remove content at its discretion to maintain platform standards.

Users agree:

- not to upload false, misleading, or unlawful content,
- not to violate labor, anti-discrimination, or data protection laws,
- not to misuse the Platform for spam, fraud, or unauthorized commercial activities,
- to communicate respectfully and professionally.

### **5. Employer Obligations**

Employers using the Platform confirm that:

- they are authorized to represent the organization,
- job postings are lawful, accurate and non-discriminatory,
- no unlawful, misleading or deceptive practices are used,
- sensitive personal or financial data is **not requested** from Candidates unless legally justified and securely handled.

## **6. Candidate Obligations**

Candidates are responsible for:

- the accuracy of their profile and application materials,
- lawful and professional communication,
- respectful conduct towards other Users.

## **7. Paid Services and Subscriptions**

InterHRM offers certain **paid features and subscription plans**.

For paid services:

- prices and billing terms are displayed prior to purchase,
- payments are processed via third-party payment providers,
- subscriptions may renew automatically unless cancelled,
- Users may cancel according to the terms shown at purchase.

Fees already paid are non-refundable unless mandatory consumer protection laws require otherwise.

Prices, billing terms, and payment conditions will be clearly displayed before purchase. InterHRM reserves the right to modify pricing with prior notice.

## **8. User Content**

Users may upload or submit content including job postings, resumes, profiles, messages and related materials (“User Content”).

Users retain ownership of their User Content.

By submitting User Content, Users grant InterHRM a limited, non-exclusive, royalty-free license to host, store, display and process such content solely for the purpose of operating and improving the Platform.

Uploading and maintaining User Content on the Platform is free of charge.

InterHRM does not sell User Content.

Access to certain features of the Platform, including the publication and promotion of open job positions, may require the purchase of a paid subscription or service plan, as described at the time of purchase. InterHRM does not sell User Content.

## **9. Acceptable Use**

Users must not:

- post unlawful, discriminatory, misleading or offensive content,
- impersonate others or misrepresent affiliations,
- upload malware or harmful code,
- scrape or copy Platform data without authorization,
- misuse personal data obtained through the Platform.

Violations may result in suspension or termination.

## **10. Privacy and Data Protection**

InterHRM processes personal data in accordance with the **Privacy Policy** and applicable EU data protection laws, including the **General Data Protection Regulation (GDPR)**.

InterHRM processes personal data in accordance with:

- the General Data Protection Regulation (GDPR),
- applicable EU and national data protection laws.

Users are responsible for lawful handling of personal data obtained through the Platform.

## **11. Intellectual Property**

All Platform elements (software, design, databases, trademarks) are protected intellectual property of InterHRM or its licensors.

Unauthorized copying, distribution or commercial use is prohibited!

## **12. Disclaimer**

The Platform is provided **“as is”** and **“as available.”**

InterHRM does not warrant uninterrupted availability, error-free operation, or accuracy of User-generated content.

InterHRM is not responsible for User-to-User interactions or employment decisions.

InterHRM is not liable for:

- employment decisions made by users,
- contractual relationships between users,
- loss of data, income, or business opportunities,
- damages resulting from reliance on platform content.

Use of the Platform is at your own risk.

## **13. Limitation of Liability**

To the maximum extent permitted by law, InterHRM shall not be liable for:

- employment outcomes,
- contractual disputes between Users,
- indirect or consequential damages,
- loss of business or opportunity.

Nothing limits liability where exclusion is prohibited by law.

## **14. Termination**

Users may stop using the Platform at any time.

InterHRM may suspend or terminate access if necessary to enforce these Terms, protect Users, or comply with legal obligations.

## **15. Changes to the Terms**

InterHRM may update these Terms from time to time. Continued use after updates constitutes acceptance of the revised Terms.

## **16. Governing Law and Jurisdiction**

These Terms are governed and applicable European Union law.

Disputes shall fall under the jurisdiction of EU courts, without prejudice to mandatory consumer rights under EU law.

## **17. Third-Party Links and Services**

The Platform may contain links to third-party websites or services. InterHRM has no control over and assumes no responsibility for third-party content.

## **18. Contact**

For questions regarding these Terms, please contact:

**[interhrmoffice@gmail.com](mailto:interhrmoffice@gmail.com)**

**[www.interhrm.com](http://www.interhrm.com)**

## EMPLOYER PRIVACY ADDENDUM

This Employer Privacy Addendum supplements the InterHRM Privacy Policy and applies to **Employers and company representatives**.

This Addendum governs the processing of personal data by Employers when using the InterHRM platform for:

- posting job opportunities,
- accessing candidate profiles,
- communicating with candidates,
- managing recruitment-related activities.

InterHRM provides the platform infrastructure only and does not participate in recruitment decisions or employment relationships.

### 1. Data Processed

- Company and contact details
- Job postings and employer profiles
- Communications with candidates

### 2. Purpose

- Publishing job opportunities
- Facilitating employer–candidate interaction
- Platform security and compliance

### 3. Employer Responsibilities

Employers act as **independent data controllers** regarding candidate data accessed through the platform and must:

Employers agree to:

- process candidate data **lawfully, fairly and transparently**,
- use personal data **solely for legitimate recruitment purposes**,
- ensure appropriate technical and organizational security measures,
- refrain from requesting unnecessary, excessive or unlawful personal data,
- comply with GDPR, local employment law and anti-discrimination regulations.

InterHRM is not responsible for employer misuse of candidate data.

## Legal Basis

Personal data is processed under:

- GDPR Art. 6(1)(a) – consent
- GDPR Art. 6(1)(b) – contractual necessity
- GDPR Art. 6(1)(c) – legal obligation
- GDPR Art. 6(1)(f) – legitimate interest

## Rights of Data Subjects

You have the right to:

- access your data,
- correct or update your information,
- request correction or deletion,
- restrict or object to processing,
- data portability,
- lodge a complaint with the EU Data Protection Authority.

## Refund and Subscription Policy

This Refund and Subscription Policy explains the rules applicable to **paid services, subscriptions, cancellations, and refunds** on the **InterHRM** platform.

This policy applies to all users who purchase paid plans or services through InterHRM.

### 1. Paid Services and Subscription Plans

InterHRM offers paid subscription plans and premium services that provide access to enhanced platform features, such as:

- extended job search functionalities,
- premium employer or candidate tools,
- visibility or branding options,
- additional platform services as described at the time of purchase.

All prices are displayed clearly before payment and include applicable taxes unless stated otherwise.

### 2. Subscription Duration and Renewal

- Subscriptions may be offered on a **monthly, quarterly, or annual basis**.
- Unless stated otherwise, subscriptions **automatically renew** at the end of the billing period.
- Users can manage or cancel subscriptions through their account settings.

Renewal charges are processed using the selected payment method.

### **3. Right of Withdrawal (EU Consumers)**

In accordance with **Directive 2011/83/EU**, EU consumers normally have a **14-day right of withdrawal**.

However, by purchasing digital services on InterHRM and expressly agreeing to immediate access to the platform, you acknowledge that:

- the service begins immediately after purchase,
- you may **lose your right of withdrawal** once the digital service has been fully or partially performed.

This does not affect mandatory consumer rights under applicable EU law.

### **4. Cancellation Policy**

- Subscriptions may be cancelled at any time.
- Cancellation takes effect at the **end of the current billing period**.
- No further charges will be made after cancellation.

Access to paid features remains available until the end of the paid period.

### **5. Refund Policy**

As a general rule:

- **Fees already paid are non-refundable**, including partially used subscription periods.
- InterHRM does not provide refunds for unused time, inactivity, or dissatisfaction based on personal expectations.

Refunds may be granted only if:

- required by mandatory consumer protection law, or
- a technical error or incorrect billing occurred.

Any approved refund will be processed using the original payment method.

### **6. Changes to Pricing or Plans**

InterHRM reserves the right to:

- modify subscription prices,
- change available plans or features.

Users will be informed of material changes in advance where required by law.

### **7. Payment Processing**

Payments are handled via secure third-party payment providers.

InterHRM does not store full payment card details.

Users are responsible for ensuring valid payment information.

## **8. Suspension or Termination**

InterHRM may suspend or terminate access to paid services if:

- these Terms are violated,
- fraudulent activity is suspected,
- payment obligations are not fulfilled.

In such cases, no refund will be issued unless legally required.

Contact:

InterHRM

Email: [interhrmoffice@gmail.com](mailto:interhrmoffice@gmail.com)

## CANDIDATE PRIVACY SUMMARY

### Your Privacy at InterHRM

- Your data belongs to you.
- We use your information only to operate the platform and connect you with relevant job opportunities.
- **We do not sell** personal data
- **We do not share** your data with third parties for marketing purposes.
- **We do not act as an employer or recruitment agency.**
- You control your profile visibility and can delete your account at any time.
- You can access, correct or delete your data in line with GDPR.

You remain in control of your data at all times.

You can update or delete your profile through your account settings.

### Who can see your profile?

- Your data is visible only according to your privacy and visibility settings.
- Employers may see your profile only in connection with job applications or permitted platform features.

### Data Protection Information

#### Data Controller:

InterHRM online platform

Email: [interhrmoffice@gmail.com](mailto:interhrmoffice@gmail.com)

#### Legal Basis

Personal data is processed under:

- GDPR Art. 6(1)(a) – consent
- GDPR Art. 6(1)(b) – contractual necessity
- GDPR Art. 6(1)(c) – legal obligation
- GDPR Art. 6(1)(f) – legitimate interest

#### Rights of Data Subjects

You have the right to:

- access your data,
- correct or update your information,

- request correction or deletion,
- restrict or object to processing,
- data portability,
- lodge a complaint with the EU Data Protection Authority.

### **Supervisory Authority**

European National Authority for Data Protection and Freedom of Information