



360 Agency Middle East FZ LLC

Privacy Policy

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1. Introduction

Welcome to 360 Agency Middle East FZ LLC ("we", "our", "us"). We are committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website www.360agency.me, use our services, or engage with us in other ways.

2. Information We Collect

We may collect and process the following personal data:

- Updated CV or resume
- Introduction letter
- Date of birth
- Reference letter
- Certificates
- References
- Profile photo
- Full-length photo
- Introduction video
- Contact information
- Name
- Language proficiency levels
- Current location
- Passport
- Passport photo
- Medical tests
- Any other documentation requested during the hiring process
- Any other information you provide during the recruitment process

3. Purpose of Data Collection

We collect your information for the following purposes:

- To provide the best recruitment and placement services
- To offer the best available jobs in the market



- To improve or complete your CV or resume
- To enhance communication
- For compliance with legal obligations
- To support the hiring processes requested by our clients

4. How We Use Your Information

We use the collected data to:

- Provide superior recruitment and placement services
- Improve our services and communication
- Provide clients and partners with the best possible information to make informed decisions about candidates
- Comply with legal obligations

5. Sharing Your Information

We share your information with:

- Employers with whom we have signed contracts
- Legal authorities when requested on a legal basis

We do not share candidate data or information with any third parties except as mentioned above.

6. Data Storage and Security

We store your data securely on our internal systems, which are protected by firewalls and other security measures. We also use data centers that adhere to the highest standards of security without specifically naming them. Your data is protected by the highest standards.

7. Data Retention

We retain your personal data only for as long as necessary to fulfill the purposes for which it was collected, including for satisfying any legal, accounting, or reporting requirements. If a candidate requests the deletion of their data, we will comply, but note that data shared with partners or clients prior to the request cannot be retrieved from their systems. Additionally, we may retain data to prevent fraud and ensure that individuals who have provided false information are not able to reapply.

8. Your Data Protection Rights

Under UAE law, you have the following rights regarding your personal data:



- **Access:** Request copies of your personal data.
- **Rectification:** Request corrections to inaccurate or incomplete data.
- **Erasure:** Request the deletion of your personal data under certain conditions.
- **Restrict Processing:** Request limitations on how we use your data under certain conditions.
- **Object to Processing:** Object to certain types of data processing under certain conditions.

9. Cookies and Tracking

Our website may use cookies and other tracking technologies to enhance user experience and analyze website traffic. By using our website, you consent to the use of cookies in accordance with this policy. You can manage your cookie preferences through your browser settings.

10. International Data Transfers

We transfer personal data internationally only with the explicit consent of the candidate and only to clients and partners with whom we have signed agreements. We ensure that such transfers comply with applicable data protection laws.

11. Contact Us

For any questions, requests, or concerns regarding this privacy policy, please contact us at processing@360agency.me.

Additional Provisions

- **Deletion Requests:** We delete all data upon request from the candidate or authorities, except for data that has been previously shared with partners or clients, which we cannot access or delete. We retain data necessary to prevent fraud and ensure individuals who have provided false information do not reapply.
- **Special Categories of Data:** For certain roles, we may request information about health or criminal convictions and offenses. This information will be collected and processed with your consent.
- **Automated Decision-Making:** Our recruitment processes are not based solely on automated decision-making.

This policy is designed to be compliant with UAE laws and international data protection standards where applicable. If a candidate has provided incorrect or fraudulent information, we will retain necessary records to prevent future misuse, while still complying with data protection regulations.