

PRIVACY POLICY & TERMS OF SERVICE

Effective Date: April 21, 2026

Welcome to AEM AI RESUME SCREENER.

This document explains how we collect, use, and protect data, as well as the terms governing your use of our resume/CV platform ("Service").

PRIVACY POLICY

1. Information We Collect

We may collect personal data through multiple sources:

a. Directly from Users

Name, email, phone number

CV/resume details (education, work experience, skills, etc.)

b. From External Sources

We may collect CVs and candidate data from:

Publicly available sources (e.g., professional profiles, job boards)

Recruitment partners or employers

Third-party databases or referrals

This means your CV may be stored in our system even if you did not upload it directly.

c. Technical Data

IP address, browser type, device info

Usage logs and interaction data

2. How We Use Your Information

We use collected data to:

Store and manage CVs in our system

Match candidates with job opportunities

Provide recruitment-related services

Improve platform performance and user experience

Communicate with users or candidates

3. Legal Basis & Consent

Where required (e.g., under Malaysia PDPA or similar laws):

We process data based on consent, legitimate interest, or contractual necessity

If your CV was collected externally, we will take reasonable steps to inform you and provide opt-out options

4. Data Sharing

We may share your data with:

Employers or recruiters (for hiring purposes)

Service providers (hosting, analytics, etc.)

Legal authorities if required by law

We do **not sell personal data**.

5. Data Retention

We retain CV data:

As long as necessary for recruitment purposes

Until you request deletion

As required by law

6. Your Rights

You have the right to:

Request access to your data

Correct inaccurate information

Withdraw consent
Request deletion of your CV
To exercise these rights, contact us at: [Insert Email]

7. Security

We implement reasonable safeguards, but no system is 100% secure.

8. Updates

We may update this policy. Continued use means acceptance of changes.

TERMS OF SERVICE

1. Acceptance of Terms

By using our Service, you agree to these Terms.

2. Nature of the Service

Our platform:
Allows CV uploads by users
Stores CVs collected from external/public sources
Facilitates recruitment matching

3. User Responsibilities

You agree to:
Provide accurate information
Upload only lawful and non-infringing content
Not misuse the platform

4. CV Ownership & Usage

Users retain ownership of their uploaded CVs
You grant us a license to store, process, and share your CV for recruitment purposes
For externally sourced CVs, we process data in accordance with applicable laws and provide opt-out mechanisms

5. External Data Collection Disclaimer

You acknowledge that:
Our system may include CVs obtained from third-party or public sources
We are not responsible for inaccuracies in externally sourced data
Individuals may request removal of their data at any time

6. Prohibited Activities

You may not:
Attempt to hack or disrupt the system
Upload harmful or illegal content
Use the Service for spam or fraud

7. Service Availability

We may modify or discontinue the Service at any time without guarantee of uptime.

8. Limitation of Liability

We are not liable for:
Hiring outcomes
Data inaccuracies from third-party sources
Indirect or consequential damages

9. Termination

We may suspend or terminate access for violations of these Terms.

10. Governing Law

This agreement is governed by the laws of Malaysia.

11. Contact Us

Email: hr@aemenersol.com

Company: AEM ENERGY SOLUTIONS SDN BHD

By using our Service, you acknowledge that you have read and agreed to this Privacy Policy & Terms of Service.