

Legal

Privacy Policy

At **Sagan World, LLC** (“we”, “us”, or “our”), we value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, and protect the data of our clients and candidates.

Sagan Passport is a brand operated by **Sagan World, LLC**, a registered company based in Wyoming, USA.

1. Who We Are

We are a recruitment company specializing in sourcing, vetting, and presenting top global talent to companies worldwide. Our clients include business owners, HR managers, and hiring professionals seeking qualified candidates to fill key roles based on their specific criteria and job requirements.

2. Information We Collect

From Customers(Company Owners, HR Managers, etc.):

- Company name and contact details
- Job descriptions and hiring criteria
- Communication records (e.g. emails, calls)
- Feedback for our services and the candidates we present
- Billing and payment information (if applicable)

From Candidates (Job Seekers):

- Full name and contact information
- Resume/CV, portfolio, and employment history
- Job preferences, skills, and qualifications

- Interview notes and communication logs
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3. How We Use This Information

We use collected data to:

- Match qualified candidates to job openings
 - Present top talent to customers
 - Facilitate communication between customers and candidates
 - Improve the quality and efficiency of our recruitment services
 - Comply with applicable legal or regulatory obligations
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4. Sharing Your Information

We only share your data:

- With your **consent**
 - With customers(for presenting candidate profiles)
 - With candidates (to describe job opportunities)
 - With trusted service providers we use to operate our business
 - When legally required or necessary to protect our rights
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5. Data Security

We implement industry-standard security measures to protect your personal information from unauthorized access, misuse, loss, or alteration.

6. Your Rights

You have the right to:

- Access the personal data we hold about you
- Request corrections or updates
- Request deletion of your data (where legally permissible)
- Withdraw your consent to processing at any time

To exercise these rights, contact us at **success@getsagan.com**.

7. Third-Party Services

We may use trusted third-party platforms (e.g., cloud storage, CRMs, applicant tracking systems, application forms, jotforms) to collect, process, or manage data. These third parties are responsible for their own privacy compliance.

8. Policy Updates

We may update this Privacy Policy from time to time. The latest version will always be available at **saganpassport.com** with the updated effective date.

9. Contact Us

If you have any questions or concerns about this Privacy Policy, please reach out to us at:

 **success@getsagan.com**

 [**saganpassport.com**](https://saganpassport.com)