

# **PRIVACY POLICY**

## **BMA Group**

*Last Updated: December 2025*

BMA Group is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website <https://bmagroupglobal.com/>, use our services, or interact with us in connection with our staffing and talent solutions.

By using our website or services, you agree to the collection and use of information in accordance with this Privacy Policy. If you do not agree with the terms of this Privacy Policy, please do not access the website or use our services.

### **1. Information We Collect**

We collect several types of information from and about users of our website and services:

#### **1.1 Personal Information You Provide**

We collect personal information that you voluntarily provide to us when you:

- Apply for positions or submit your resume/CV
- Contact us for staffing or recruitment services
- Fill out forms on our website
- Subscribe to our newsletters or communications
- Register for webinars, events, or other offerings

This information may include: name, email address, phone number, postal address, job title, company name, employment history, educational background, skills and qualifications, salary expectations, and any other information you choose to provide.

#### **1.2 Information Collected Automatically**

When you access our website, we automatically collect certain information about your device and browsing activity, including:

- IP address and geolocation data
- Browser type and version
- Device information (operating system, device identifiers)
- Pages visited, time spent on pages, and navigation patterns
- Referring website or source that directed you to our site

We use cookies and similar tracking technologies to collect this information. See Section 6 for more details about cookies.

### 1.3 Information from Third Parties

We may receive information about you from third-party sources such as social media platforms (LinkedIn, Facebook), professional networking sites, publicly available sources, business partners, and referral sources. This helps us verify information, enrich candidate profiles, and provide better services.

## 2. How We Use Your Information

We use the information we collect for the following purposes:

- **Staffing and Recruitment Services:** To match candidates with employment opportunities, evaluate qualifications, conduct background checks (with consent), and facilitate the hiring process.
- **Client Services:** To provide talent acquisition solutions to our business clients, manage client relationships, and fulfill contractual obligations.
- **Communications:** To respond to inquiries, send updates about job opportunities, provide newsletters and marketing materials, and send administrative information.
- **Website Improvement:** To analyze website usage, improve our website functionality and user experience, and develop new features and services.
- **Marketing and Analytics:** To conduct market research, send promotional materials about our services, and create targeted advertising campaigns.
- **Legal Compliance:** To comply with legal obligations, enforce our terms and conditions, protect our rights and property, and prevent fraud.

We process your personal data based on legitimate business interests, contractual necessity, legal obligations, or your consent, as applicable under relevant data protection laws.

## 3. How We Share Your Information

We may share your information with the following categories of recipients:

### 3.1 Service Providers and Technology Platforms

We use trusted third-party service providers to support our business operations:

- **HubSpot:** We use HubSpot as our customer relationship management (CRM) platform. All data submitted through our website forms and contact channels is stored and processed in HubSpot. HubSpot's privacy practices are governed by their Privacy Policy at <https://legal.hubspot.com/privacy-policy>
- **Vincere:** We use Vincere as our applicant tracking system (ATS) for recruitment processes. Certain forms, particularly those related to candidate applications, may be submitted to and stored in Vincere. Vincere's privacy practices are governed by their Privacy Policy at <https://www.vincere.io/privacy/>

These service providers act as data processors on our behalf and are contractually obligated to protect your information and use it only for the purposes we specify.

We may also share information with other service providers who assist with: IT infrastructure and hosting, email delivery and marketing automation, payment processing, data analytics, customer support, and security and fraud prevention.

### **3.2 Clients and Employers**

For candidates seeking employment through our services, we share your information with potential employers and hiring managers to facilitate the recruitment process. We only share information necessary for the specific job opportunity and with your implied or explicit consent.

### **3.3 Legal Requirements**

We may disclose your information when required by law, legal process, litigation, or requests from governmental authorities. We may also disclose information to enforce our rights, protect our property, ensure safety, or prevent fraud.

### **3.4 Business Transfers**

In the event of a merger, acquisition, reorganization, sale of assets, or bankruptcy, your information may be transferred as part of the transaction. We will notify you of any such change in ownership or control of your personal information.

## **4. International Data Transfers**

BMA Group operates in Puerto Rico, Dominican Republic, and Costa Rica. Your personal information may be transferred to and processed in these countries or in other locations where our service providers operate, including the United States.

We ensure that any international transfers of personal data are protected by appropriate safeguards, including Standard Contractual Clauses approved by the European Commission, Data Privacy Framework certifications (where applicable), or other legally recognized transfer mechanisms.

## **5. Data Security and Retention**

### **5.1 Security Measures**

We implement appropriate technical and organizational security measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction. These measures include encryption, access controls, secure data storage, regular security assessments, and staff training on data protection.

However, no method of transmission over the Internet or electronic storage is 100% secure. While we strive to protect your personal information, we cannot guarantee its absolute security.

## 5.2 Data Retention

We retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. Retention periods vary depending on the type of information and the purpose for which it was collected:

- **Candidate Information:** We retain candidate profiles and applications for the duration of active job searches and for a reasonable period thereafter (typically 2-3 years) to consider you for future opportunities, unless you request earlier deletion.
- **Client Information:** We retain client data for the duration of our business relationship and for a period thereafter as required for legal, tax, and accounting purposes (typically 7 years).
- **Website Analytics:** We retain website usage data for analytical purposes for a period of up to 26 months.

After the retention period expires, we will securely delete or anonymize your personal information.

## 6. Cookies and Tracking Technologies

We use cookies, web beacons, and similar tracking technologies to collect information about your browsing activities on our website. Cookies are small data files stored on your device that help us improve your experience, remember your preferences, and analyze website traffic.

### Types of Cookies We Use:

- **Essential Cookies:** Necessary for the website to function properly and cannot be disabled.
- **Performance Cookies:** Collect information about how you use our website to help us improve functionality.
- **Functionality Cookies:** Remember your preferences and choices to enhance your experience.
- **Advertising/Marketing Cookies:** Used to deliver relevant advertisements and track campaign effectiveness.

You can manage cookie preferences through your browser settings. However, disabling certain cookies may limit your ability to use some features of our website. For more information about cookies used by HubSpot, please visit:

<https://legal.hubspot.com/cookie-policy>.

### Third-Party Analytics and Advertising

We may use third-party analytics services (such as Google Analytics) and advertising networks to analyze website traffic and deliver personalized advertisements. These third

parties may use cookies and similar technologies to collect information about your online activities across different websites. You can opt out of interest-based advertising by visiting: <https://optout.networkadvertising.org/> or <https://optout.aboutads.info/>.

## 7. Your Privacy Rights and Choices

Depending on your location and applicable laws, you may have certain rights regarding your personal information:

- **Access:** Request access to the personal information we hold about you and obtain a copy of such information.
- **Correction:** Request correction of inaccurate or incomplete personal information.
- **Deletion:** Request deletion of your personal information, subject to certain legal exceptions.
- **Restriction:** Request restriction of processing of your personal information in certain circumstances.
- **Objection:** Object to processing of your personal information based on legitimate interests or for direct marketing purposes.
- **Data Portability:** Request transfer of your personal information to another service provider in a structured, commonly used format.
- **Withdraw Consent:** Where processing is based on consent, you may withdraw your consent at any time.

To exercise any of these rights, please contact us using the information provided in Section 10. We will respond to your request within the timeframes required by applicable law (typically 30 days).

## Marketing Communications

You may opt out of receiving marketing communications from us by clicking the "unsubscribe" link in any marketing email, updating your communication preferences, or contacting us directly. Please note that even if you opt out of marketing communications, we may still send you non-promotional messages related to our services or your account.

## California Privacy Rights

If you are a California resident, you have additional rights under the California Consumer Privacy Act ([CCPA](#)), including the right to know what personal information we collect, the right to delete personal information, and the right to opt out of the "sale" of personal information. We do not sell personal information as traditionally defined. For more information or to exercise your California privacy rights, please contact us.

## 8. Children's Privacy

Our website and services are not intended for individuals under the age of 18. We do not knowingly collect personal information from children. If you believe we have

inadvertently collected information from a child, please contact us immediately, and we will take steps to delete such information.

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

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, legal requirements, or other factors. We will notify you of any material changes by posting the updated Privacy Policy on our website with a revised "Last Updated" date at the top.

We encourage you to review this Privacy Policy periodically to stay informed about how we protect your information. Your continued use of our website or services after changes are posted constitutes your acceptance of the updated Privacy Policy.

## **10. Contact Us**

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please [contact us](#):

### **BMA Group**

Email: [info@bmpr.com](mailto:info@bmpr.com)

Phone: [+1 787 221](tel:+17872211484) 1484

Website: <https://bmagroupglobal.com/>

We are committed to resolving any privacy concerns you may have and will respond to your inquiries promptly.