

Candidate Privacy Notice Template

Effective date: 2026-05-13

Legal version: 2026-02-08

Legal entity: voice2evolve UG (haftungsbeschränkt)

Registered office: Amtsgericht Stuttgart, HRB 803557

Instructions for recruiters: Complete every field marked **[COMPLETE]** before sending this notice to candidates. This template is provided by Voice2Evolve UG as a convenience to help you fulfill your GDPR Article 13 obligations as Data Controller. It is not legal advice. You remain solely responsible for ensuring this notice is accurate, complete, and delivered to each candidate before they take any Voice2Evolve session arranged by you.

Privacy Notice for Interview Preparation Sessions

Issued by: **[COMPLETE: Your company name]** ("we", "us", the "Recruiter")

Contact: **[COMPLETE: Your data protection contact email or DPO contact]**

Date: **[COMPLETE: Date of issue]**

1. Who is responsible for your personal data?

[COMPLETE: Your company name] is the **Data Controller** for your personal data processed in connection with your interview preparation session.

Voice2Evolve UG (haftungsbeschränkt), Grabenstraße 26, 71254 Ditzingen, Germany (help@voice2evolve.com) is the **Data Processor** that provides the technical platform on which your session takes place. Voice2Evolve processes your data on our instructions and in accordance with its Master Data Processing Agreement.

2. Why are we processing your personal data, and on what legal basis?

We are arranging an AI-powered interview preparation and coaching session for you as part of your recruitment process for the role of **[COMPLETE: Job title / role]**.

Purpose: Providing you with an AI-driven mock interview and coaching analysis to help you prepare for your actual interview; allowing us to review your session status and, if appropriate, schedule follow-up preparation sessions with you.

Legal basis:

[COMPLETE: Choose one or more and delete the others]

- **Legitimate interests (GDPR Article 6(1)(f)):** The processing is necessary to provide interview preparation support, discuss coaching feedback with you, and decide whether further preparation sessions would be helpful. Our legitimate interest is supporting you effectively in the recruitment process for the role you are being considered for. This interest is not overridden by your interests or fundamental rights, as the processing is limited to preparation support and may not be used for automated screening, ranking, shortlisting, or rejection.
- **National employment-data law condition (where applicable):** **[COMPLETE with counsel before use]** If German BDSG §26(1), UK employment-data guidance, or another national employment-data rule applies, document why this preparation-session processing is necessary and proportionate in your specific recruitment context without turning the session into a screening, ranking, shortlisting, or hiring-decision tool.

3. What personal data do we process?

In connection with your Voice2Evolve session, the following personal data are processed:

- Your name and email address

- Live voice audio transmitted and processed during your session. Under Voice2Evolve's current documented service flow, raw session audio is not retained by Voice2Evolve after processing.
 - A transcript of your session conversation
 - AI-generated coaching analysis: scores, qualitative feedback, identified strengths and improvement areas, recommended next steps
 - Session metadata (date, duration, scenario type)
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4. Who can see your data?

You receive your coaching analysis as the primary recipient. Your coaching report is designed for your own benefit and review.

We (the Recruiter) can also see your coaching analysis through our Voice2Evolve dashboard. We use this to: (a) discuss your preparation and progress with you; and (b) determine whether you would benefit from further preparation sessions. We do not use your analysis as an automated decision-making tool for selection or rejection.

Voice2Evolve UG processes your data as a technical service provider (Data Processor). Voice2Evolve uses subprocessors (including OpenAI for live voice and AI processing and Supabase for data storage) listed at <https://voice2evolve.com/legal/subprocessors>. Data is stored in the EU and transferred to US-based AI providers under appropriate safeguards (Standard Contractual Clauses).

[COMPLETE: Add any other recipients, e.g., HR team members within your firm]

What we will NOT do: We will not share your AI coaching analysis, transcript excerpts, or other Voice2Evolve session outputs with the client employer (the company you are being recruited for) without your explicit written consent.

5. How long do we keep your data?

Voice2Evolve retains session data for **[COMPLETE: insert your configured retention period, e.g., 30 days]**, as configured under our

account. After this period, transcripts are anonymized or deleted.

We [COMPLETE: state your own retention policy, e.g., "We do not retain copies of your analysis beyond the session window" / "We may retain notes from our debrief discussion for [X months] in accordance with our recruitment records policy"].

6. Your rights

You have the following rights under GDPR (and where applicable, UK GDPR and BDSG):

Right	What it means
Access (Art. 15)	Request a copy of the personal data we hold about you
Rectification (Art. 16)	Request correction of inaccurate data
Deletion (Art. 17)	Request erasure of your data where no longer necessary
Restriction (Art. 18)	Request restriction of processing in certain circumstances
Portability (Art. 20)	Receive your data in a structured, machine-readable format
Objection (Art. 21)	Object to processing based on legitimate interests
Human review (Art. 22)	Request human review of any decision that significantly affects you and that was based, in whole or in part, on automated processing — see Section 7 below

To exercise any of these rights, contact us at: **[COMPLETE: your data protection contact]**

You also have the right to lodge a complaint with your national data protection supervisory authority:

- Germany: Landesbeauftragter für Datenschutz (your Bundesland authority)
- UK: Information Commissioner's Office — <https://ico.org.uk>
- EU: https://www.edpb.europa.eu/about-edpb/about-edpb/members_en (list of national DPAs)

7. Automated decision-making and profiling — Your right to human review

The Voice2Evolve platform generates AI-powered scores and coaching feedback from your session. This constitutes **profiling** within the meaning of GDPR Article 4(4).

What we use it for: We use your coaching analysis to discuss your preparation with you and to decide whether to schedule further sessions. **We do not use your AI coaching analysis as the sole basis for any employment decision** (including the decision whether to submit you for a role, to shortlist you, or to reject your application).

Your right: If you believe that a decision affecting your recruitment was made solely or primarily on the basis of automated AI analysis, you have the right to request **human review** of that decision. To exercise this right, contact us at: **[COMPLETE: your data protection contact]**

8. Live voice processing consent

Before your session begins, you will be asked to consent to live voice audio transmission and AI processing for the duration of the session. This consent event is recorded by Voice2Evolve at session start. You may withdraw this consent at any time before the session starts. Stopping after the session starts ends further live processing, but does not affect the lawfulness of processing already conducted.

9. Changes to this notice

If we make material changes to how we process your data in connection with preparation sessions, we will notify you before those changes take effect.

This template was prepared by Voice2Evolve UG for the convenience of its Recruitment Agency Customers. It does not constitute legal advice. Recruiters should review this template with their own legal counsel and complete all [COMPLETE] fields before distribution.

Company address: Grabenstr. 26, 71254 Ditzingen, Germany

VAT ID: DE459808424