

AI Transparency Notice

Version: 1.0

Last Updated: 26 February 2026

Effective Date: 26 February 2026

1. Introduction

Svayz Ltd ("Svayz") uses artificial intelligence to assist with recruitment processes. This AI Transparency Notice explains which AI systems we use, what they do, how they affect you, and your rights in relation to AI-driven decisions.

This notice is provided in accordance with the EU AI Act (Regulation 2024/1689), UK Government AI transparency guidance, and our commitment to ethical AI in hiring.

2. AI Systems in Use

2.1 CV Parsing and Structuring

Attribute	Details
Purpose	Extract structured data from uploaded CVs (name, work history, skills, education)
Data input	Candidate-uploaded PDF or DOCX files
Data output	Structured JSON profile fields stored in the Platform database
Model	Large language model via Google Gemini API
Human oversight	Candidates can review and correct all extracted data in their profile
Risk classification	Low — no decisions are made solely on this output

2.2 Job Matching and Compatibility Scoring

Attribute	Details
Purpose	Calculate compatibility between a candidate profile and a specific job posting
Data input	Candidate profile (skills, experience, location, preferences), job requirements
Data output	Percentage compatibility score and category breakdown
Model	Large language model via Google Gemini API
Human oversight	Scores are advisory. Employers make all

	shortlisting decisions
Risk classification	High risk (recruitment AI under EU AI Act Article 6 Annex III)

2.3 Application Screening Assistance

Attribute	Details
Purpose	Generate a structured summary of a candidate application for employer review
Data input	Application answers, CV content, compatibility score, job requirements
Data output	Structured assessment report with strengths, potential concerns, recommended questions
Model	Large language model via Google Gemini API
Human oversight	Reports are advisory inputs only. Employers must review independently before making decisions
Risk classification	High risk (recruitment AI under EU AI Act Article 6 Annex III)

2.4 AI-Assisted Interviews

Attribute	Details
Purpose	Conduct structured screening interviews and analyse candidate responses
Data input	Candidate audio/text responses during interview session
Data output	Transcript, summary, response quality indicators
Model	Google Gemini for speech synthesis and response analysis
Human oversight	Interview results are reviewed by human recruiters before any decision is made
Risk classification	High risk (recruitment AI under EU AI Act Article 6 Annex III)
Candidate notice	Candidates are informed before starting an AI-assisted interview

2.5 Search and Recommendation

Attribute	Details
Purpose	Surface relevant job listings based on natural-language search queries
Data input	Search query text, optional location filter

Data output	Ranked list of relevant job listings
Model	Semantic search via vector embeddings (PostgreSQL pgvector extension)
Human oversight	No individual decisions — candidates choose which results to explore
Risk classification	Low — informational output only

3. EU AI Act Compliance

Svayz's AI systems used in recruitment (job matching, application screening, AI interviews) are classified as **high-risk AI systems** under Annex III of the EU AI Act (employment, workers management, and access to self-employment).

Our compliance measures include:

3.1 Risk Management

- Written risk management procedures for all high-risk AI systems
- Regular bias testing across protected characteristics
- Incident logging and escalation procedures

3.2 Data Governance

- Training data documentation for models we fine-tune
- Data quality controls and outlier handling
- Data minimisation — we only use data necessary for the stated AI purpose

3.3 Technical Documentation

- Architecture documentation for all AI systems
- Performance benchmarks and accuracy metrics
- Change management records

3.4 Transparency and Logging

- All AI interactions are logged with timestamps and model version
- Audit trails are retained for 12 months
- Candidates are informed when AI is used in their assessment

3.5 Human Oversight

- No fully automated hiring decisions
- All AI outputs are presented as advisory to human decision-makers
- Employers are contractually required to exercise independent judgment

3.6 Accuracy and Robustness

- Regular performance monitoring against fairness metrics
- Mechanisms to flag anomalous or low-confidence AI outputs
- Fall-back processes when AI systems are unavailable

4. Bias and Fairness

We take the risk of algorithmic bias seriously in recruitment contexts.

4.1 Protected Characteristics

Our AI systems are designed and tested to minimise differential outcomes based on:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race and ethnicity
- Religion or belief
- Sex
- Sexual orientation

4.2 What We Do

- Score distribution tracking is implemented to monitor for potential demographic skew in AI-generated scores, with systematic bias monitoring planned for expansion as part of our ongoing AI governance programme
- Test datasets include representative samples across protected characteristics
- Anomalous scoring patterns trigger human review
- Employers are instructed not to use AI scores as the sole basis for exclusion

4.3 Known Limitations

AI language models may reflect biases present in their training data. While we work to mitigate this, no AI system is bias-free. We encourage employers to:

- Review AI assessments critically
- Consider the full context of each application
- Never reject candidates based solely on AI outputs

5. Your Rights

5.1 Right to Be Informed

You have the right to know when AI is being used to assess your application. We will:

- Display a clear notice on any AI-assisted application or interview process
- Provide this AI Transparency Notice on our Platform

5.2 Right to Explanation

If you receive an adverse decision (rejection) after AI was used in your assessment, you can request:

- A general explanation of how the AI tool works
- Information about which data was used as inputs

To request an explanation: Email infra-admin@svayz.com with subject line "AI Decision Explanation Request".

5.3 Right to Human Review

Where AI has contributed to a significant decision about you, you have the right to request that a human reviews the AI's output. This is always available — contact the employer directly or email infra-admin@svayz.com.

5.4 Right to Object

You may object to AI-based processing of your data. If you do, your application will be reviewed without AI assistance (where technically feasible). This may result in longer processing times.

To object: Email infra-admin@svayz.com with subject line "AI Processing Objection".

6. AI Providers

We use the following third-party AI providers:

Provider	Service	Data Processing Location
Google (Gemini API)	Language model inference for matching, screening, and interview analysis	United States (IDTA in place)
Google (Gemini Live)	Voice synthesis and real-time interview audio	United States (IDTA in place)

We have Data Processing Agreements with all AI providers. No provider retains your personal data for training their models beyond our contracted processing purposes.

7. AI-Generated Content Disclosure (EU AI Act Article 50)

In accordance with Article 50(2) of the EU AI Act, we disclose that the following content on the Platform may be generated or substantially modified by artificial intelligence:

- **Job descriptions:** Employers may use AI to generate or optimise job posting content. Where AI has been used to generate a job description, this is indicated on the posting.
- **Candidate summaries:** AI-generated summaries of candidate applications are produced for employer review. These summaries are clearly labelled as AI-generated.
- **Interview transcripts and assessments:** AI produces transcripts of interview sessions and structured assessment reports. These are labelled as AI-generated output.
- **Compatibility scores and match explanations:** AI-generated numerical scores and text explanations of candidate-job compatibility are produced for employer review.
- **Application quality assessments:** AI-generated quality confidence indicators and supporting explanations.

All AI-generated content on the Platform is clearly identified as such in the user interface. No AI-generated content is presented as human-authored.

8. Contact Us

For questions about AI use, bias concerns, or to exercise your rights:

Email: infra-admin@svayz.com

Address: Svayz Ltd, 124-128 City Road, London, England EC1V 2NX

For complaints about automated decision-making, you may also contact:

- **UK ICO:** ico.org.uk (AI and automated decision-making guidance)