

Job Applicant Privacy Notice

Effective Date: October 27, 2025

This privacy notice applies to all job applicants. Additional disclosures required under the California Consumer Privacy Act (CCPA), as amended by the CPRA, are included for California residents.

1. Categories of Personal Information We Collect

We may collect the following categories of personal information:

- Identifiers: Name, alias, address, email, phone number, Social Security number, driver's license, passport number.
- Contact Information: Home and mailing address, email, phone numbers.
- Employment History: Prior job experience, positions held, salary expectations.
- Education Information: Degrees, certifications, transcripts.
- Pre-Hire Information: Application/resume data, interview notes, background checks, drug test results.
- Inferences: Derived from assessments or evaluations.
- Internet/Network Activity: Usage of company systems, browsing history, access logs and artificial intelligence.
- Medical/Health Information: COVID-19 or other public health-related data (if applicable).
- Sensitive PI: Social Security number, login credentials, medical data.

2. Sources of Personal Information

We collect personal information directly from you, third-party recruiters, references, public sources, and through our application systems.

3. Purpose of Collection and Use

We use your personal information for the following purposes:

- Evaluating your candidacy for employment.
- Conducting background checks and verifying references.
- Communicating with you during the hiring process.
- Complying with legal obligations (e.g., immigration, tax, health regulations).

- Monitoring use of company systems and premises.
- Preventing fraud and ensuring security.
- Responding to consumer privacy requests.

4. Use of Artificial Intelligence in Passive Recruitment

We may use artificial intelligence (AI) technologies to support our passive recruitment efforts. This means that AI tools may analyze publicly available professional information (such as online profiles or resumes) to identify individuals who may be a good fit for roles within our organization. This process typically occurs before an individual formally applies or becomes a candidate for a specific position. The AI tools assist in identifying potential talent but do not make final hiring decisions. All decisions regarding recruitment and hiring are ultimately made by human personnel.

5. Retention Period

- If hired: Personal information is retained for the duration of employment plus 4 years.
- If not hired: Personal information is retained until hired into a role for which they are qualified.

6. Your Rights Under the CCPA

As a California resident, you have the right to:

- Know what personal information we collect and how it's used.
- Request deletion or correction of your personal information.
- Opt out of the sale or sharing of personal information (note: we do not sell or share personal information for advertising).
- Limit use of sensitive personal information.
- Non-discrimination for exercising your privacy rights.

To exercise these rights, contact us at: privacyoffice@hazeldenbettyford.org

7. No Sale or Sharing of Personal Information

We do not sell or share your personal information or sensitive personal information for cross-context behavioral advertising.

8. Contact Us

For questions or to exercise your rights, please contact:

Jacki Waltman

Sr Mgr. HIM/Corp Privacy Officer

Hazelden Betty Ford Foundation

Email: privacyoffice@hazeldenbettyford.org