

PRIVACY POLICY FOR RECRUITMENT

SCOPE:

The purpose of the policy is to protect the privacy of applicants' personal information. This policy is designed to comply with applicable data protection laws and regulations (e.g., GDPR, INCDPA)

RHC may request and/or collect certain personal information from applicants, which may include, without limitation: name, address, email, phone number, resume and cover letter content, work history, education, skills, employment verification information or any information provided during interviews or assessments.

Personal Information and how it is used

This applies to personal Information collected or used by RHC in connection with recruitment. "Personal Information" generally means any information that enables RHC to identify applicants, directly or indirectly, by reference to an identifier such as name, location data, on-line identifier or one or more factors specific to an applicant. This information may be collected via online application forms, emails, interviews etc. An applicants' information will only be used for the following purposes:

- for recruitment purposes (e.g., evaluating applicants, contacting applicants, conducting interviews)
- For HR management and administration (e.g., payroll, benefits, onboarding)
- For legal compliance (e.g., complying with employment laws)

Collection and Disclosure of Information

RHC may receive personal information via on-line and off-line Services and may collect such information about applicants by various means, including directly from the applicant, both on-line (e.g., RHC websites, email) and off-line (e.g., phone); or from other third-party sources and social media platforms than an applicant may use to engage with RHC.

RHC will generally use an applicant's information in connection with evaluating as a potential employee or contractor of RHC. RHC will also use the information to communicate, with about employment opportunities and provide other information that RHC believes might be of interest. RHC reserves the right to disclose an applicant's information in the following situations.

- To internal HR personnel on a need-to-know basis
- To external parties (e.g., background check vendors, reference checkers) with appropriate security and confidentiality measures (Any vendors or contractors are restricted from using an applicant's information in any way other than providing services for RHC. The use of this information will be consistent with this Policy).



- Only with applicant's consent or as required by law
- in response to duly authorized requests of governmental authorities
- if necessary for fraud protection and credit risk reduction purposes
- in the good-faith belief that such action is necessary to protect and defend the rights or property of RHC
- to act under urgent circumstances to protect the safety of RHC's or its employees or a member of the public
- *Important: Do not disclose sensitive personal information (e.g., social security numbers, health information) without a legitimate purpose and appropriate security.*

Data Security

RHC protects applicant data by implementation of appropriate security measures to protect against unauthorized access, use, or disclosure by use of encryption and other data protection techniques and regularly reviewing and updating security practices

Applicant Rights

Under applicable data protection laws, applicants have the following rights:

- - Right to access their personal information
 - Right to correct inaccurate information
 - Right to withdraw consent for data processing
 - Right to request deletion of their personal information
 - Right to request a copy of their personal information

Retention of Information

Your information will be retained for up to one (1) year for recruitment and hiring purposes and in accordance with applicable laws and regulations

Updating Your Information

If applicants wish to access their Information, or to have their Information deleted, updated, changed or modified, or if applicants have inquiries about this privacy policy, applicants may do so by contacting RHC HR department by email at humanresources@raphaelhc.org

Important: Please note that RHC may update this Policy from time to time, and applicants may check this page periodically for changes.