



# APPLICANT INFORMATION USE & PRIVACY POLICY

**Policy Effective Date: October 16, 2020**

Congratulations on applying to a job with the Luzerne County Transportation Authority (*“the Authority”*). We wish you the best of luck with your application. The Authority is committed to the privacy and security of your personal information. The goal of this policy is to provide you with a clear understanding on how the information that you submit on this site will be used, who this information is shared with and your choices for how to access, update and remove your personal information.

By accessing or using this site, you agree to this Information Use and Privacy Policy.

## **Your Application Information:**

By submitting an application on our system, you are applying for a position with the Authority and are giving consent to process the personal data included in your application. The information within your employment application that you provide to the Authority will only be shared internally.

## **How your Information will be Used:**

The Authority will use the information and documents that you have submitted in order to consider you for a position, to forward your information on to managers during the interview phase, and potentially for verification of employability. Your information may also be used to initiate an invitation from our system to an integrated 3rd party product or service related to your application for employment. Examples of this include employment assessments, electronic forms and video interviews. In addition, your personal information may also be shared with third parties such as payroll, on-boarding and background screening vendors in order to progress you through the hiring process. The personal information you submit to any of these third party sites, including the registration for job alerts, is governed by their privacy and security policies.

## **Information Collected Automatically:**

We automatically collect information when you use the site such as IP Address, browser types, operating system and device types. This information is used to improve our application processes. Your IP Address may be also used to determine a geolocation that will be used to improve services. Third party tools may be used to collect analytics data such as pages visited and session data. Cookies and other tracking technologies may also be used by the Authority. If you wish to disable cookies, you may do so by visiting your browser's cookie settings. Doing so could result in some services not working correctly.

## **Agreement for Communication:**

By filling out an employment application, you are requesting to be considered for employment by the Authority and you are giving the Authority the right to contact you about a position with our organization, including

notification about other openings, requests for additional information or to schedule follow up calls and interviews. This communication may come in the form of phone calls, emails, postal service mail, or even text messages. The Authority may reach out to you regarding a different position or a position with one of their other divisions.

The Authority shall abide by local, state, and federal laws when it comes to engaging in communication with you. If at any time you would like to stop receiving communication from the Authority, you may contact the Authority Human Resources Department us at 570-288-9356, and request that your information be deleted. See managing your Data below for more information on your choices for data privacy and your right to erasure.

### **Protecting your Information:**

The Authority is committed to the protection of your personal information, which includes your contact information, application information, cover letter, and resume files. We do this by following industry standards on encryption, firewalls, multi-step user authentication, and various other security protocols.

Data collected by our site is stored on our servers, located in the US. Our system uses multiple layers of security to protect our servers as well as all critical infrastructures supporting the facility. All entrances into secure areas include secure access and video monitoring captures and store all entries.

### **Data Retention:**

The Authority will retain the information associated with your user application as long as your user application is active. Specific application(s) you have submitted to the Authority will be retained by the Authority based on our own data retention policies and regulations. The Authority shall choose to keep your application on file as we deem reasonably necessary within the confines of applicable retention guidelines and regulations.

### **Managing your Data:**

The Authority, and any of its 3<sup>rd</sup> party vendors, acts as the controller and custodian of your data. Should you wish to receive an electronic copy of your data or request the removal and erasure of your personal data pertaining to any applications you have submitted through our site or your user profile, you may do so by contacting the Authority human Resources department at 570-288-9356.

The removal of your application package and/or user profile will permanently delete any information the Authority may have stored for you including any applications you have submitted to the Authority. The Authority Human Resources Department will need be notified of your request to delete your applications and all personal data they may have stored outside of our platform in the processing of your information.

### **Children's Privacy:**

The Authority does not knowingly collect personal information from children under the age of 13. If the Authority becomes aware of data collected from or about children under the age of 13, the Authority will take steps to delete that data from our servers within a reasonable timeframe. Please contact the Authority IT Department at 570-288-9356 if you have information about data being collected for children under the age of 13.

### **Policy Updates:**

This policy may be updated on occasion as the Authority continues to evolve our best practices in securing and protecting your information. Information collected is subject to the Applicant Information Use & Privacy Policy in place at the time it is collected. If you have any questions or concerns about any of the information contained in this policy, please contact the Authority IT Department at 570-288-9356.