



Job Applicant Privacy Policy

Last Updated: February 5, 2024

We appreciate your interest in applying for a position at Hospice Providers of the Desert. This Job Applicant Privacy Policy outlines how we collect, use, disclose, and protect the personal information provided by job applicants.

1. Information We Collect:

- **Personal Information:** We collect personal details such as your name, contact information, address, educational background, employment history, and any other relevant information you provide in your job application.
- **Resume and Cover Letter:** If you choose to submit a resume or cover letter, we will collect the information in these documents.

2. How We Use Your Information:

- **Employment Consideration:** We use the information provided to assess your qualifications for the position you have applied for.
- **Communication:** We may use your contact information to communicate with you regarding your application status, interviews, and other relevant updates.

3. Information Sharing:

- **Internal Use:** Your information will be accessible to our internal hiring team involved in the recruitment process.
- **Third Parties:** We do not sell, trade, or transfer your personal information to third parties without your consent, except as required by law.

4. Data Security:

- We take appropriate measures to ensure the security and confidentiality of your personal information during the application process.

5. Data Retention:

- We retain your personal information for as long as necessary for the purpose of evaluating your application. If your application is unsuccessful, we may retain your information for a limited period for future opportunities, unless you request its deletion.

6. Your Rights:

- You have the right to access, correct, or delete your personal information. If you have any concerns about the handling of your data, please contact our HR department.

7. Changes to the Privacy Policy:

- We may update this Job Applicant Privacy Policy to reflect changes in our practices. We will notify you of any significant changes.

8. Contact Information:

- If you have any questions or concerns about this Privacy Policy, please contact our HR department at hr@hospicepd.com

By submitting your job application, you acknowledge that you have read and agree to the terms outlined in this Job Applicant Privacy Policy.