



California Consumer Privacy Act: General Notice for Employment Applicants

The California Consumer Privacy Act, as amended by the California Privacy Rights Act, requires University of St. Augustine for Health Sciences (the “Company”) to notify you of the personal information we collect as part of your application for employment, how we use that information, and how long we will maintain it. We also may collect your personal information for purposes of account administration if you are a student and/or consumer of the University of St. Augustine for Health Sciences. You will receive a separate notice regarding our use of your information associated with your personal account.

We may collect any of the following categories of personal information, depending on the circumstances, and as permitted by applicable law. We use and maintain personal information in the context of your role as a job applicant, as follows:

Category	Purpose(s)	Retention Schedule
Personal identifiers (e.g., real name, alias, postal address, unique personal identifier, online identifier, email address, account name)	Assessing your qualifications for the job; contacting you regarding your application	3 years
Professional, employment, and educational information (e.g. resume/CV, cover letter, professional license/certificate, educational transcripts)	Assessing your qualifications for the job	3 years
Medical and health information (e.g., ability to perform certain functions)	Providing reasonable accommodations; establishing ability or skill to perform certain job duties	3 years
Audio or visual information (e.g., photographs, video, or recordings)	Assessing your qualifications for the job	3 years
Background check reports or other compiled profiles (e.g., criminal history, credit information)	Assessing your qualifications for the job	3 years
Screening tests reports, assessments, or results (e.g., skills assessments)	Assessing your qualifications for the job; establishing ability or skill to perform certain job duties	3 years



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Personal or professional references, or letters of recommendation	Assessing your qualifications for the job; establishing ability or skill to perform certain job duties	3 years
Memberships in relevant organizations (e.g., professional organizations)	Assessing your qualifications for the job; establishing ability or skill to perform certain job duties	3 years

In addition to the above, we may use or retain any personal information we collect to comply with recordkeeping obligations under federal, state, or local law, or to defend and exercise legal claims.

The University does not sell any of the information listed above, meaning we do not give your personal information to any third party in exchange for monetary or other valuable consideration. We also do not share any of the information listed above to any third party for the purpose of cross-context behavioral advertising.

The University will protect the privacy of information collected in accordance with applicable state, federal, and local laws. If you have any questions about the use of your personal information, or would like to receive this notice in a different format to accommodate a disability, please contact Human Resources at hr@usa.edu. You also may view the University of St. Augustine for Health Sciences online privacy policy at <https://www.usa.edu/legal/privacy-policy/>.