

3-7 Applicant Privacy Policy

Riverdale City respects the privacy of candidates, applicants, and employees, and is committed to complying with applicable privacy laws. This Applicant Privacy Policy is intended to inform applicants for employment about how the personal information they submit as a job applicant throughout the City's hiring process will be handled and protected by the City.

Why We Collect and Use Your Personal Information

The City's hiring process consists of multiple steps designed to evaluate your skills and qualifications for a particular position. When you choose to participate in the City's hiring process you will be asked to provide the City with personally identifiable information about yourself. The personally identifiable information that you provide will be used to match your skills and interest to the City's job requirements. Your personally identifiable information will also be used to contact and identify you throughout the hiring process and relevant portions of your personal information, if you are hired, will be used to establish a basic employment record.

Disclosures of Your Personal Information

Access to your information will be restricted to City staff and designated agents who have a need to know the specific information in question in order to carry out their responsibilities with regard to recruitment or employment. Your information may also be disclosed to governmental entities in compliance with applicable law, such as to those agencies authorized to review and enforce equal opportunity laws. We do not disclose applicant information to external parties.

How We Collect Personal Information about You

Most of the personal information the City collects about you is collected directly from your application for employment or resume. We may also collect information about you from other third parties, in order to: (a) verify information about your credentials, such as education and prior employment; (b) follow-up on references that you may provide; and (c) conduct background investigations. It is the City's policy to collect such information from third parties only with your knowledge and agreement. Should the City wish to obtain such third party information about you, and you have not completed a Background Investigation Consent Form authorizing us to do so, we will contact you and request your authorization to proceed.

Retention and Deletion of Your Personal Information

The City retains your personal information in compliance with the Utah State Archives' Municipal Retention Schedule, as well as to comply with applicable laws relating to the evaluation of those seeking employment.

Safeguards

The City uses reasonable administrative, technical, personnel, and physical measures to safeguard your personal information against loss, theft, and unauthorized use or modification.