



Recruitment Privacy Policy

Information We Collect

We may collect and process the following categories of personal information:

- Contact details (i.e. name, address, phone number, email)
- Employment and education history
- Skills and qualifications
- References and background check information
- Information from interviews and assessments
- Publicly available information (i.e. LinkedIn profile, Facebook profile)
- Right to work documentation
- Other information an applicant voluntarily provides

How We Collect Your Data

We may collect personal data through:

- Direct applications via recruiting vendor, Paylocity, our website, email, or hard copy application
- Job boards or recruitment agencies
- Referrals from employees or third parties
- Public profiles (i.e. Indeed, Zip Recruiter, LinkedIn)
- Interviews or assessments

How We Use Your Data

We may use personal data for the following purposes:

- Assess skills, qualifications, and suitability for a role or position
- Communicate with you about the recruitment process
- Verify information and conduct background checks (when applicable)
- Maintain records of the hiring process
- Comply with legal and regulatory requirements

Data Sharing

We may share information with:

- Recruitment platforms and service providers
- Background check providers (with consent)
- Internal departments and hiring managers
- Legal or regulatory authorities when required



Data Retention

We retain data for as long as necessary for the recruitment process, and for a reasonable period thereafter in case of legal claims or future opportunities, unless a longer retention period is required or permitted by law. Examples of common documents for retention purposes:

- Applications
 - For those NOT hired: 1 year
 - For those hired: 10 years after date of termination
- Interview notes, etc.
 - For those NOT hired: 3 years
 - For those hired: 10 years after date of termination
- Background checks, drug tests results, driving records, employment verifications, reference letters, and related document
 - For those NOT hired: 3 years
 - For those hired: 10 years after date of termination

Your Rights

Depending on the situation and circumstances, you *may* have rights to:

- Access, correct, or delete your personal data
- Object to or restrict processing
- Withdraw consent at any time
- File a complaint with a supervisory authority

Contact Us

If you have questions about this policy or wish to exercise your rights, please contact:

Kearney County Health Services:

Brielle Grams, Human Resources Manager
727 East First St., Minden, NE 68959
bgrams@kchs.org
308-832-3400 ext. 2727

Rebecca Cooke, Chief Operating Officer
727 East First St., Minden, NE 68959
rcooke@kchs.org
308-832-3400 ext. 2630