

Privacy Policy for JDAC Cable Contractors, LLC Hiring Process\*\*\*\*

- 1. JDAC Cable Contractors, LLC is committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible manner. This Privacy Policy outlines how we collect, use, store, and protect personal information during our hiring process.
- 2. Information We Collect\*\*We collect the following types of personal information from job applicants:- \*\*Personal Identification Information\*\*: Name, address, email address, phone number, and other contact details.- \*\*Professional Information\*\*: Resume, work history, educational background, qualifications, skills, and references.- \*\*Sensitive Personal Information\*\*: Any information you voluntarily provide, such as race, gender, disability status, or other sensitive data for equal opportunity monitoring purposes.- \*\*Assessment Information\*\*: Results of any tests or assessments completed during the hiring process.
- 3. How We Use Your Information\*\*We use the information collected for the following purposes: To process your application and assess your suitability for the role. To communicate with you about the hiring process. To conduct background checks, with your consent, where applicable. To comply with legal and regulatory obligations. For equal opportunity monitoring and reporting (where applicable).
- 4. Sharing Your Information\*\*We may share your personal information with:- \*\*Third-party service providers\*\*: Such as recruitment agencies, background check services, and assessment providers, only as necessary for the hiring process.- \*\*Legal authorities\*\*: If required by law or to protect our legal rights.- \*\*Internal Personnel\*\*: Within our organization, strictly on a need-to-know basis. We do not sell or rent your personal information to third parties.
- 5. Data Security\*\*We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction. However, no method of transmission over the internet or electronic storage is 100% secure.

- 6. Data Retention\*\*We retain your personal information for as long as necessary to fulfill the purposes for which it was collected, comply with our legal obligations, resolve disputes, and enforce our agreements. If your application is unsuccessful, we may retain your information for future opportunities, with your consent.
- 7. Your Rights\*\*Depending on your location, you may have the following rights regarding your personal information:- \*\*Access\*\*: To request a copy of the personal data we hold about you.- \*\*Correction\*\*: To request that we correct or update your personal information.- \*\*Deletion\*\*: To request that we delete your personal information, subject to legal obligations.- \*\*Objection\*\*: To object to the processing of your data for specific purposes.- \*\*Withdrawal of Consent\*\*: To withdraw your consent where processing is based on consent. To exercise any of these rights, please contact us using the details below.

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- Changes to This Privacy Policy\*\*We may update this Privacy Policy from time to time. We will notify you of any significant changes by posting the new policy on our website and updating the "Last Updated" date.
- 9. Contact Us\*\*If you have any questions about this Privacy Policy or wish to exercise your rights, please contact us at:

JDAC Cable Contractors, LLC:

Email: <u>jdaccablecontractorsllc@gmail.com</u> Phone number: (407)705-4021

Last Updated: \*\* 08/28/2024