

pureIntegration

Privacy Policy

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Purpose

To provide guidelines regarding the Company's intent for personal data collected through the recruitment process.

Policy

Personal Information Collect

pureIntegration may collect the following personal data when you apply for a position:

1. Your name, email address, physical address, and telephone number
2. Employment history and academic/professional qualifications
3. Work eligibility and citizenship status
4. Demographic Information when permitted by law or with your consent

Information Collected from Other Parties

We may collect personal data from other parties as part of the recruitment process such as:

1. Information provided from agencies performing background checks or work eligibility documents
2. Information from recruitment agencies that you have asked to support you in finding a job
3. Information provided by a pureIntegration employee or contractor who may have referred you for a job

How does pureIntegration Use Your Personal Data?

The company may collect and use your personal data for the following purposes:

1. To communicate with you about your job application and other potential future job opportunities
2. To administer, support, and manage the job application process
3. Where necessary to comply with applicable legal or regulatory requirements
4. To evaluate and report the demographic makeup of our company where allowed by law

When Does pureIntegration Share Personal Data and With Whom?

As part of the recruitment process, pureIntegration may disclose your personal data in the following circumstances:

1. Internally with pureIntegration team members who require the information to administer and manage the recruitment process
2. To third-party service providers that process personal data on our behalf to provide certain services, such as background checks
3. To third parties with whom you instruct pureIntegration to share your personal data

We may share your personal data if we believe it is reasonably necessary to comply with valid legal processes (e.g., subpoenas, warrants) or protect the rights, property, or safety, of pureIntegration employees and contractors.

Security

Access to your personal data is controlled and pureIntegration maintains a comprehensive information security program using administrative and technical safeguards.

Data Retention

Your personal data will be retained until the end of the employment application process plus a reasonable period thereafter. If your job application is successful and you accept a position, the personal data collected during the recruitment process will be added to your human resources file and retained for the duration of your employment.

Your Rights and Choices

You may access, correct, or delete your personal data at any time during the recruitment process. You may also withdraw your consent, or object to the processing of your personal data when based on our legitimate interests during the recruitment process. To correct your personal data, withdraw your consent or object to the processing of your personal data please contact your pureIntegration recruiter.

Policy Changes

pureIntegration may change this Privacy Policy from time to time. At that time, a new policy will be posted for review.

Contact Information

If you have questions or concerns about the way we are handling your data, please contact your pureIntegration recruiter.

Disclaimer:

Uncontrolled if Printed or Copied

Users should be sure to find the most current, approved version of this document from the company website.

Document Revision History

Version	Date	Name	Description of Change
1.0	9/15/2023	Mary Catherine McAllister	Implemented