Privacy Policy for Job Application Information

Purpose

Porter County Public Library System is committed to protecting the privacy and personal data of all job applicants and all information provided through the recruitment, application, and hiring process. This policy outlines how this information is collected, used, stored, and protected.
It is the policy of the Porter County Public Library System to comply with all federal, state, and local laws concerning the confidentiality and protection of job applicant information.

Types of Information Collected

Through the application process, the following type of information is collected:

- Contact details (name, address, phone number, email)
- Resume/CV and cover letter content
- Employment and education history
- References and contact information
- Desired salary, work authorization status, and availability
- Background check information (where permitted by law)
- Any other information provided by the applicant

How Information is Used

This information is used to:

- Review and assess the applicants' qualifications for employment
- Communicate with the applicant throughout the hiring process
- Verify information and conduct reference or background checks (as applicable)
- Comply with legal and regulatory requirements
- Improve our recruitment process and candidate experience

Sharing of Information

This information is considered confidential and is only made available when it is:

- Used by authorized personnel involved in the recruitment process
- Shared with third-party service providers (e.g., background check vendors) only as necessary and under confidentiality agreements

This information is not sold or shared with unaffiliated third parties for marketing purposes.

Data Retention

Application data is retained as noted below unless a longer retention period is required or permitted by law. If an applicant is hired, the job application, interview notes, and other related material become part of the employee's personnel record.

Minimum Retention Periods:

1. General applicant records (including resumes, applications, interview notes) will be retained for a minimum of 1 year from the date the record was made, or the hiring decision was made, whichever is later (based on EEOC regulations (29 CFR § 1602.14) and Title VII, ADA, ADEA requirements).
2. If an employment action or discrimination complaint occurs, the records will be retained until the final disposition of the charge, including the resolution of any legal action, even if that takes longer than one year.
3. Affirmative action employers (with 50+ employees and federal contracts) must retain records for 2 years under OFCCP (Office of Federal Contract Compliance Programs) rules.

Data Security

PCPLS implements appropriate technical and organizational measures to safeguard personal information against unauthorized access, loss, or misuse.

Applicant Rights

To exercise your right to access, correct, or delete personal data, applicants may contact the library director at 103 Jefferson Street, Valparaiso, IN 46383, or call 219-462-0524.

Updates to This Policy

This policy may be updated periodically as needed. Updates will be posted on our employment page with the revised effective date. If you have any questions about this privacy policy or your application data, please contact the library director at 103 Jefferson Street, Valparaiso, IN 46383 or call 219-462-0524.