

NOTICE OF PRIVACY PRACTICE FOR JOB APPLICANTS

Policy Area	PD IT Policy Library
Approved Date	5/15/2025
Approved By	Policy Committee
Effective Date	5/15/2025
Current Version	1.0

I. OVERVIEW

Planet Depos (PD) is committed to protecting the privacy of personal information provided by individuals applying for employment. This Notice describes how we collect, use, share, and protect applicant information in accordance with applicable privacy laws including the California Consumer Privacy Act (CCPA).

II. PURPOSE

The purpose of this policy is to ensure transparency with job applicants about the handling of their personal data and to affirm PD's compliance with data protection regulations and best practices during the recruitment process including specific rights under the CCPA for California residents.

III. SCOPE

This Notice applies to all individuals who apply for employment at PD, whether via our website, third-party job platforms, in person, or through recruitment agencies

IV. POLICY

A. Information Collected

We may collect the following categories of personal information from applicants:

- Contact details (e.g., name, address, email, phone)
- Employment and educational history
- Resume/CV and cover letter
- References and professional qualifications
- Background checks, where legally permitted
- Any additional information you voluntarily provide

B. How Information is Used

PD may use applicant information for the following purposes:

- To assess qualifications and suitability for employment

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- To schedule and conduct interviews
- To carry out background and reference checks
- To communicate about your application
- To comply with legal and regulatory obligations
- To maintain a record of our hiring processes

C. Disclosure of Information

PD may share applicant data with:

- Internal personnel involved in the recruitment process
- Third-party service providers (e.g., background check services)
- Legal or regulatory authorities, when required

PD does **not sell** applicant information to third parties.

D. Data Retention

We retain applicant information:

- For the duration of the recruitment process
- For a limited period afterward (typically up to 2 years) to comply with legal obligations and consider future opportunities, unless otherwise required by law or requested by the applicant

E. Data Security

We apply appropriate technical and organizational safeguards to protect applicant information from unauthorized access, disclosure, alteration, or destruction.

F. Applicant Rights (Including CCPA Rights)

Where applicable, applicants may have the right to:

- Access their personal data
- Request corrections or deletion
- Object to certain types of processing
- Withdraw consent (where applicable)
- For California residents: under the CCPA, you have the right to know what personal information we collect, the right to request deletion, and the right to opt out of the sale of personal information (though PD does not sell applicant data).

Requests can be submitted to: HR@planetDepos.com

V. ENFORCEMENT

Any Staff member found to have violated this policy may be subject to disciplinary action, up to and including termination.

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VI. DISTRIBUTION

This Notice shall be made available to all job applicants and maintained as part of PD’s recruitment documentation and HR compliance practices.

Policy History

Version	Date	Description	Approved By
1.0	05/15/2025	Initial Policy Creation and Approval	PB/JM/JD