



PRIVACY POLICY

Effective Date: April 30, 2025

Applies To: Job applicants submitting information through Bay Clinic's Careers page or employment application system.

1. Purpose

Bay Clinic is committed to protecting the privacy of individuals who apply for employment with us. This Privacy Policy explains how we collect, use, store, and share the personal information you provide during the application and recruitment process.

2. Information We Collect

When you submit a job application through our Careers page, we may collect the following information:

- Full name and contact details (e.g., phone number, email, address)
 - Resume/CV, cover letter, work history, and education
 - Professional references
 - Employment eligibility (e.g., legal right to work in the U.S.)
 - Any additional information you choose to provide in your application or through interviews
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3. How We Use Your Information

Your information is used only for recruitment and employment purposes, including:

- Reviewing and evaluating your qualifications and experience
- Communicating with you about your application or potential opportunities
- Conducting background and reference checks (with your consent)
- Complying with legal and regulatory obligations
- Improving our hiring practices and maintaining records of our hiring process

We do **not** sell or use applicant data for marketing purposes.

4. Information Sharing

We may share your information:

- With internal hiring managers and HR personnel involved in the recruitment process
- With third-party service providers who help facilitate the application process (e.g., job boards, applicant tracking systems)
- When required by law or legal process (e.g., government requests, compliance audits)

All third parties we work with are required to safeguard your information in compliance with applicable privacy laws.

5. Data Retention

We retain applicant information for a period consistent with legal requirements and organizational policy—typically up to **[insert period, e.g., 2 years]** after the position has been filled. If hired, your information will become part of your employee record.

6. Security

We take reasonable administrative, technical, and physical safeguards to protect your information from unauthorized access, disclosure, or misuse.

7. Your Choices and Rights

You may request to access, correct, or delete your application data at any time by contacting the Human Resources Department at 541-269-0333. We will respond to such requests in accordance with applicable privacy laws.

8. Updates to This Policy

We may update this policy periodically. The “Effective Date” at the top will indicate when it was last revised. We encourage you to review this policy each time you apply for a position.

9. Contact Us

If you have any questions about this policy or how your information is handled, please contact:

Human Resources

1750 Thompson Rd. Coos Bay, OR 97420

541-269-0333