



# City of McFarland

## Recruitment Privacy Notice

This Recruitment Privacy Notice (“Notice”) explains how the City of McFarland (“City,” “we,” “our,” or “us”) collects, uses, stores, and shares personal data submitted by candidates (“you,” “candidate”) during the recruitment and hiring process.

We may use applicant tracking or recruitment platforms (“Platform”) and authorized service providers to collect, process, and store candidate information on our behalf. This Notice is provided in accordance with applicable federal, state, and local privacy laws, and is intended to ensure transparency regarding your personal information.

## 1. Personal Data We Collect

As part of your candidacy for employment with the City, we may collect and process personal data including, but not limited to:

- Contact information (name, phone number, email, address)
- Resume/Curriculum Vitae (skills, work experience, education, certifications)
- Cover letters, references, and related application materials
- Employment preferences, availability, and salary expectations
- Information shared during interviews, evaluations, or testing
- Background check and reference check results (if applicable)
- Online professional profiles (e.g., LinkedIn)
- Application source (referral, recruitment agency, direct application, etc.)
- Correspondence between you and the City regarding your candidacy

## 2. How We Use Your Personal Data

Your personal data will be used only for recruitment-related purposes, including but not limited to:

- Evaluating your qualifications for positions with the City
- Contacting you regarding interviews, scheduling, or status updates
- Verifying your information and conducting reference or background checks (when applicable and legally permissible)
- Maintaining recruitment records as required by law

The City processes your information under lawful bases, including:

- Your consent to share personal data;
- Taking steps prior to entering into an employment agreement;
- Compliance with applicable legal obligations;
- The City’s legitimate interests in administering an effective recruitment process.



### 3. Sharing of Personal Data

We may share your personal data only as necessary and in compliance with law, including:

- With service providers assisting in recruitment and applicant tracking;
- With third parties (such as recruiting agencies or employee referrals) limited to general recruitment status updates;
- With background check providers, when legally permissible;
- With government, judicial, or regulatory authorities, when legally required;
- In the event of reorganization, restructuring, or other lawful transfer of City records.

We do **not** sell candidate information.

### 4. Data Security and Retention

- **Security:** The City implements reasonable safeguards to protect personal data from unauthorized access, disclosure, or misuse. However, no system can guarantee absolute security.
- **Retention:** Candidate information will be retained only as long as necessary to fulfill the purposes of recruitment, comply with recordkeeping requirements under applicable laws, and/or until you request deletion (if permissible by law).

### 5. Your Rights

Depending on applicable law, you may have the right to:

- Request access to your personal data;
- Correct, update, or delete your information;
- Restrict or object to certain processing activities;
- Withdraw consent to processing (where applicable);
- File a complaint with an appropriate supervisory authority.

Requests may be submitted directly to the City of McFarland (see contact information below).

### 6. Minors

The City does not knowingly collect personal information from individuals under the age of 18 in the recruitment process.

### 7. Updates to This Notice

The City may revise or update this Notice from time to time. Updates will be posted on our official website or made available in recruitment materials.

### 8. Contact Information



For questions about this Notice or your personal data, please contact:

**City of McFarland – Human Resources Department**

401 W. Kern Ave

McFarland, CA 93250

Phone: (661) 792-3091

Email: [hr@cityofmcfarland.org](mailto:hr@cityofmcfarland.org)