

**Kansas State University
HCS/Talent Acquisition
Careers Applicant Website Privacy Notice and Request for Consent**

Introduction

This Privacy Statement and Request for Consent describes the practices of the Human Capital Services Department of Kansas State University (“KSU,” “HCS,” “We,” or “Us”), a United States-based educational institution, with information relating to you, your computer, or your device (“Personal Information”). KSU collects, uses, and maintains (hereinafter “processes”) Personal Information from visitors who submit information to the KSU Careers website, located at <https://www.k-state.edu/hcs/careers/> (the “Site”), as part of the process of applying for employment with KSU.

BY SUBMITTING INFORMATION THROUGH THE SITE, YOU CONSENT TO KSU’S PROCESSING OF YOUR PERSONAL INFORMATION.

This Privacy Statement and Request for Consent only addresses the processing of information collected directly from prospective employees through the Site – it does not address any information that is automatically collected through the Site or that you voluntarily submit, whether through the site or through such means as telephone, facsimile, postal mail, personal delivery, or other or additional offline means or media. This Privacy Statement and Request for Consent does not address data processed through any website associated with KSU other than the Careers website. Any questions or comments about this Statement or the processing of data can be directed to gdpr@ksu.edu.

Collection of Personal Information From Users

When you interact with us through the Site, we may collect information from you as described below.

a. Information you Voluntarily Submit

Some elements of the Site may ask you to submit Personal Information in order for you to benefit from the specified features or participate in a certain activity, such as an application for employment. For example, if you register for a user profile on the Site, we may request Personal Information such as your name and contact information. If you register a resume with HCS through the site, we may request your Personal Information such as your name, contact information, and relevant professional information. We may combine information you submit through the Site with other information we have collected from you, whether on-line or off-line. We treat the combined information in accordance with this Privacy Statement.

The information we process after you voluntarily submit it may include your:

- i. Name
- ii. Address

- iii. Email
- iv. Phone numbers
- v. Gender
- vi. Marital status
- vii. Social Security Number
- viii. Date of Birth
- ix. Race / Ethnic Group
- x. Veteran Status
- xi. Disability Status
- xii. Current Visa Type
- xiii. Visa Expiration Date
- xiv. Country of Citizenship & Residence
- xv. Highest level of Education
- xvi. Education majors & degrees
- xvii. Citizenship status
- xviii. Driver's license number
- xix. Employment history

b. Sensitive Information

Unless we specifically request or invite it, we ask that you not send or otherwise disclose to us your racial or ethnic origin, political opinions, religion or other beliefs, health, criminal background, or trade union membership. In those cases where we may request or invite you to provide the foregoing information, we will only do so with your express consent, in accordance with applicable data protection law requirements. Where you provide us with such information without request from HCS, we reserve the right (but do not have any obligation) to erase any such information at our discretion.

c. Information About Minors

The Site is not intended for persons under the age of 16. We do not knowingly collect Personal Information online from persons in this age group. We reserve the right to delete any information identified as having been provided by such persons at our discretion.

How We Use the Information We Collect

We use Personal Information submitted by you or otherwise collected through the Site and through other sources for the purposes described in this Privacy Statement and Request for Consent and as otherwise described to you at the point of collection. Generally, we use the information you

provide to us only for the reason for which it was provided. Specifically, we may use Personal Information from or about you for:

- i. Evaluating credentials & qualifications of applicants for employment
- ii. Scheduling interviews of applicants for employment
- iii. Hiring employees
- iv. Processing employment-related forms for federal and state law compliance
- v. Background check verification of applicants for employment
- vi. Education verification of applicants for employment
- vii. Motor Vehicle Reports of applicants for employment
- viii. Drug testing of applicants for employment
- ix. Preparation of an Applicant Diversity Report

We may use any information that does not personally identify you, your computer, or your device, for any purpose.

Our Disclosure of Your Information

KSU does not sell your Personal Information. We may share your Personal Information with third parties only as described in this Privacy Statement and Request for Consent or as otherwise described at the point where we collect the information from you, including:

- i. to departments within KSU for the purposes described in this Privacy Statement;
- ii. to companies or individuals that we hire to provide services to us, such as application processing, contact management, website hosting services and payment processing;
- iii. to relevant governmental authorities to ensure compliance with applicable hiring laws and regulations

Where Your Information is Processed

KSU is based in the United States. No matter where you are located, your Personal Information will be processed in the United States. The laws of the United States and other countries governing data protection may not be as comprehensive or as protective as the laws in the country where you live.

Data Retention

We generally retain Personal Information for so long as it may be relevant for the purposes identified in this Privacy Statement and Request for Consent, unless a longer period of time is required by law or KSU Policy.

Your Consent to the Processing of Your Personal Information

The laws in some countries require your consent to the processing of certain information, including:

- i. Marital status
- ii. Race/ethnic group
- iii. Disability status

By executing this form, you consent to KSU's processing of data in these categories. You have the right to withdraw your consent to the processing of your Personal Information at any time. You may exercise this right by contacting gdpr@ksu.edu. Please note that doing so may mean that KSU HCS will be unable to consider you for employment with KSU.

This Privacy Statement and Request for Consent is issued on behalf of KSU as Controller of your Personal Information under applicable data protection laws. A "Controller" is the person or organization who alone or jointly determines the purposes for which, and the manner in which, any Personal Information is, or is likely to be, processed.

Lawful Basis for Processing Your Personal Information

The laws in some countries require us to tell you about the lawful grounds we rely on to collect, use, disclose, and otherwise process your Personal Information. This does not apply to the categories of information for which you must provide express consent for processing, as discussed above. To the extent those laws apply, our lawful basis for processing your Personal Information is because it furthers our performance, or preparation for performance, of a contract or agreement for employment with you.

Your Data Rights and Choices

If you are within the European Union, you have the right to request access to your Personal Information and the rectification of inaccurate Personal Information from KSU. If you are within the European Union, you also have the right to obtain from KSU the erasure or the restriction of processing of your Personal Information in certain circumstances, including when the data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, except when KSU is required by law to maintain or otherwise process your Personal Information, for the establishment, exercise, or defense of legal claims, or the protection of the rights of another person. You may exercise these rights by contacting KSU using the contact information provided below. If you are within the European Union, you also have the right to lodge a complaint with a supervisory authority, in particular in the country of your habitual residence, place of work, or place of alleged infringement of the applicable law.

If you would like to submit a data access, correction, restriction, or deletion request, you can do so by contacting us at gdpr@ksu.edu and we will process such request with respect to any Personal Information that we are able to link to you individually based on the information that you can

provide to us. Exercising any of these rights is a guarantee to be afforded a process and does not guarantee any particular outcome. These rights and options that you have with respect to Personal Information are subject to limitations and exceptions under applicable law.

Right to Change Privacy Statement

KSU reserves the right at any time to modify, alter, or update the terms of this Privacy Statement and Request for Consent. Your use of the Site following any changes means that you agree to follow and be bound by the Privacy Statement and Request for Consent as changed, subject to limitations under applicable law. Please review this Privacy Statement and Request for Consent periodically, and especially before you provide any Personal Information to us. This Privacy Statement and Request for Consent is available at the Human Capital Services careers website and a hard copy is maintained in our office located at Human Capital Services, 1810 Kerr Drive, 103 Edwards Hall, Manhattan, Kansas 66506. The Privacy Statement and Request for Consent was last updated on November 19, 2018.