



Privacy Notice for USC Job Applicants:

Thank you for your interest in working for USC! We take great pride in our university as a place for individuals to work, study, grow as individuals, and better society. University of Southern California (the “University” or USC) Human Resources (“Human Resources” or “HR”) is committed to safeguarding the privacy of data provided by our applicants, employees and student workers (“HR Clients”). This Privacy Notice outlines the University’s collection, use, and disclosure of information provided to Human Resources by HR Clients (“HR Client Information”). “Sensitive Information” includes data collected by the University concerning an HR Client’s race, ethnic origin, trade union membership, disability status, health data and criminal convictions. When an HR Client submits HR Client Information to Human Resources, or uses the University’s websites and other services, the HR Client consents to the University’s collection, use, and disclosure of that information as described in this Privacy Notice.

USC collects HR Client Information from its HR Clients in order to respond to HR Clients’ applications for employment and to provide payroll and benefits services or reasonable accommodations as part of the employment process and as may be required by law. USC may collect this information through information and documentation that HR Clients provide during the application or pre-employment process, such as resumes or online application forms, or during your employment. USC may also gather information from references that HR Clients provide during the application and hiring process, or—after a conditional offer of employment—through a background check process, as applicable. HR Clients’ consent will be required for all third-party contacts, including criminal history and credit checks.

HR may also collect information regarding HR Clients’ race and ethnic origin for research purposes, and de-identifies such data for statistical reporting as may be required by federal and state laws and regulations. In addition, Human Resources may use HR Client Information to analyze and improve Human Resources hiring practices, and for regulatory reporting and auditing, to respond to legal claims, regulatory/administrative inquiries, or audits, and for other University processes and functions. Human Resources may share your information with other divisions and departments within the University, government agencies, and contractors of the University, as necessary to administer and manage an HR Client’s employment, to comply with applicable collective bargaining agreements, to administer benefits and/or to enforce University policies, or to comply with applicable laws. Finally, Human Resources may share your HR Client Information with third parties who have entered into contracts with the University to perform these functions on behalf of the University, who are contractually obligated to maintain confidentiality and prevent unauthorized disclosure.

With the exception of gender, race, ethnicity, disability status, veteran status and health data, HR Clients are obligated to provide HR Client Information and the failure to do so may result in the

University's inability to offer or continue employment. An HR Client is under no obligation to share race, ethnicity, disability status or health data.

Information collected includes:

- Contact information, including name, mailing address, email address, phone number;
- Information regarding employment history and any relevant knowledge, skills, and abilities
- Demographic information, including gender, race/ethnicity, disability status, and veteran status
- Disability-related information if a reasonable accommodation must be provided during the application process or during employment
- Work authorization information, including information necessary to establish eligibility for employment
- Information regarding trade union membership when such information is necessary for a particular position

THIRD PARTY USE OF INFORMATION

We may also use and disclose your information to third parties as follows:

Archiving. HR Client Information and Sensitive Information may be shared for archiving purposes in accordance with requirements imposed upon the University by federal agencies, for historical research, and for statistical purposes, subject to appropriate safeguards to maintain the privacy of the Sensitive Information.

Consent. We may disclose your HR Client Information and Sensitive Information if we have your consent.

De-Identified and Aggregate Information. We may disclose HR Client Information and Sensitive Information in de-identified or aggregate form without limitation.

Emergency Circumstances. We may disclose HR Client Information and Sensitive Information to third parties if, in our sole judgment, such disclosure is necessary to protect the health, safety, or property of any person. We may also share HR Client Sensitive Information when necessary to protect your interests and you are physically or legally incapable of providing consent.

Employment Necessity. We may share HR Client Information and Sensitive Information when necessary to evaluate your application for employment and, if employed, for administering your employment or social security benefits in accordance with applicable law or any applicable collective bargaining agreement, subject to the imposition of appropriate safeguards to prevent unauthorized disclosure.

Legal Obligation. We may disclose HR Client Information and Sensitive Information when the disclosure is required by applicable laws or regulations.

Medical. We may disclose HR Client Information and Sensitive Information for the purpose of preventive or occupational medicine, for the assessment of your capacity to work, medical diagnosis, the provision of health or social care or treatment or the management of health systems and services,

to ensure high standards of quality and safety of health care and medical products, or pursuant to a contract with a health professional, subject to appropriate safeguards and a confidentiality agreement with the medical professional.

Performance of a Contract. We may share your HR Client Information when necessary to administer your employment contract, and any other contract with the University.

Public Information. Your HR Client Information and Sensitive Information may be shared if you have made it public.

Research and Studies. We may share de-identified HR Client Information and Sensitive Information with third parties that study topics related to higher education or develop products or services designed to improve recruitment and hiring by higher education.

Service Providers. We use third parties who have entered into a contract with the University to support the administration of University operations and policies. In such cases, we share HR Client Information and Sensitive Information with such third parties subject to the imposition of appropriate safeguards to prevent unauthorized disclosure.

Trade Unions. If you are a current, former or potential member of a trade union that has entered into a collective bargaining agreement with the University, HR Client Information may be shared in connection with the trade union's purposes, on the condition it not be shared further without your consent.

University Affiliated Programs. We may share HR Client Information with third parties that are affiliated with the University for the purpose of contacting you about goods, services, charitable giving or experiences that may be of interest to you.

AUTOMATED DECISION-MAKING TOOLS

For a limited number of job postings, USC utilizes questionnaires to assess an applicant's suitability for employment, which may include questions about education, experience, etc. In some circumstances, USC may employ automated decision-making where an applicant indicates that their qualifications do not meet the minimum qualifications of the job. Where such tools are implemented, job candidates may be automatically dispositioned based on their non-qualification and will not be further considered for the employment opportunity for which the questionnaire was used. Answers to a questionnaire for one job opportunity will not affect an applicant's ability to apply to or be considered for additional opportunities.

SECURITY

We implement appropriate technical and organizational security measures to protect HR Client Information when it is transmitted to Human Resources and stored in our information technology systems. Unfortunately, no data transmission or storage can be guaranteed to be 100% secure. When HR Clients send the University information over the Internet, the University uses industry standard SSL (secure socket layer) encryption. User names and passwords are implemented to protect HR Client Information and to control access to the HR Client Information. We strongly advise you not to share your password with anyone.

COOKIES AND OTHER INFORMATION TECHNOLOGY

The University's use of cookies and website analytics can be found in the University's main Privacy Notice, available at [Insert Link]

RETENTION AND DESTRUCTION OF YOUR INFORMATION

Your information will be retained by Human Resources in accordance with applicable laws, and the applicable retention periods in USC's Record Management Policy and Appendix. Your information will be destroyed upon your request or after the expiration of the applicable retention period, whichever is later. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and criticality to the University.

YOUR RIGHTS

Subject to all applicable laws and depending on whether you were in the European Union when data was collected from you, HR Clients may request access to, a copy of, rectification, restriction in the use of, or erasure of their HR Client Information. However, the erasure of HR Client Information shall be subject to the retention periods of applicable laws. You may also have the right to withdraw consent to the use of your Sensitive Information, without affecting the lawfulness of the University's use of the information prior to receipt of your request. Applicants for employment may exercise these rights by contacting Human Resources.

If your information was collected within and transferred out of the European Union to the University, you may also file a complaint with the appropriate supervisory authority in the European Union.

UPDATES TO THIS POLICY

We may update or change this policy at any time. Your continued use of Human Resources' website and third party applications after any such change indicates your acceptance of such changes.

Last update: 5/25/18.