

PRIVACY NOTICE
INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT

Oregon Health & Science University (“OHSU,” “we,” or “us”), respects the privacy of its job applicants and individuals interested in potential employment opportunities with OHSU (“you” or “your”), and we are committed to protecting their personal data. To that end, this Privacy Notice (“Privacy Notice”) will give you a better understanding of our practices with respect to the collection, use, disclosure, and retention of personal data obtained in connection with applying for a job at OHSU and the OHSU recruitment process.

Please take the time to read this Privacy Notice in its entirety. If you have any questions or concerns about our use of your personal data, please see the **Contact Information** section at the bottom of this Notice.

For purposes of this Privacy Notice, the term “Personal Data” means any information which relates to an identified or identifiable, living individual that directly or indirectly references one or more factors specific to their physical, physiological, mental, economic, cultural, or social identity. Personal data excludes anonymous data.

This Privacy Notice is a general guide on how OHSU processes your Personal Data. While OHSU is a statutory public corporation based in Oregon, you should be aware that data protection and privacy laws can vary in different jurisdictions. OHSU’s policy is to comply with applicable laws, including any requirements to notify individuals of its personal data practices, and in some cases, obtain consent to those practices.

What data do we collect?

We collect Personal Data from you in connection with OHSU’s recruitment process, which includes the following:

- Name, address, telephone number, e-mail address, and other contact information;
- Username and password;
- Work authorization status;
- CV, resume, cover letter, previous work experience, and education information;
- Knowledge, skills, abilities, and preferences, including learning agility, aptitude, and working style and preferences;
- Professional and other work-related licenses, permits, and certifications held;
- Referral names and contact information for referrals;
- Information relating to character and employment references;
- Background check information;

Effective Date: April 12, 2023

PRIVACY NOTICE – INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT

- Information related to your browsing and email actions, which may include Internet protocol (“IP”) addresses, browser type, referring/exit pages, the files viewed on our site, operating system, date/time stamp, and/or clickstream data; and
- Any other information you elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards, or professional memberships).

How do we collect your data?

OHSU collects this information in a variety of ways, including from application forms, CVs or resumes, identity documents, third-parties (e.g. references, background check vendors or recruiters), or through interviews or other forms of assessment.

If we ask you to provide any other Personal Data not described above, then we will share the reasons for requesting such Personal Data.

How will we use your data?

OHSU uses your Personal Data for the purposes of carrying out its job application and recruitment process. Uses include:

- Assessing your skills, qualifications, and interests against our career opportunities and determining your suitability for employment;
- Deciding whether to offer you a job;
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a job;
- Communications with you about the recruitment process and/or your job application(s), including;
- Recommending potential career opportunities based on your skills, qualifications, and interests;
- Tracking your browsing and email actions, such as the pages you visited on our website over time and the job postings you viewed, for analytics and job recommendation purposes, and to evaluate your interest in OHSU and engage with candidates based on their level of interest in OHSU;
- Creating and/or submitting reports as required under any applicable laws or regulations;
- Where requested by you, assisting you with obtaining an immigration visa or work permit where required;
- Making improvements to OHSU’s job application and/or recruitment process, including improving diversity, equity, and inclusion in our recruitment practices;
- Implementing and administering IT security, including authentication and authorization to access OHSU’s IT systems and networks;

Effective Date: April 12, 2023

PRIVACY NOTICE – INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT

- Fulfilling the purpose for which you provide it;
- Complying with applicable laws, regulations, legal processes, or enforceable governmental requests; or
- Proactively conducting research about your educational and professional background and skills and contacting you if we think you would be suitable for a role with OHSU.

If you are offered and accept employment with OHSU, the personal data collected during the job application and recruitment process may become part of your employment record.

We may process your personal data without your knowledge or consent only where permitted or required by applicable law. OHSU uses certain screening tools but our hiring practices do not subject candidates solely to automated decision-making.

Legal Basis for Processing Personal Data

If you are a resident of the European Economic Area (“EEA”), the United Kingdom (“UK”), or any other country with a similar data privacy law, our legal basis for collecting and using the personal data described above will depend on the personal data concerned and the context in which we collect it. However, we may collect and/or process your personal data pursuant to one or more of the following legal bases:

- The processing is necessary in connection with our legitimate interests in recruiting and hiring candidates and which do not override your data protection interests or fundamental rights and freedoms.
- The processing is necessary to take steps, at your request, relating to potentially entering into an employment contract with you.
- The processing is necessary to comply with our legal obligations, such as retaining records relating to the recruitment process for periods required under applicable laws or regulations.
- In some limited cases, we may need to share Personal Data to protect your safety and privacy or those of another person. In those cases, we will only share your information pursuant to a valid subpoena, court order, other legal document or as permissible by applicable law.

If we ask you to provide personal data to comply with a legal requirement or to enter into an employment contract with you, we will make this clear and let you know whether the provision of your personal data is required or not (as well as the possible consequences if you do not provide it). Similarly, if we collect and use your personal data in reliance on our legitimate interests (or those of a third-party) that are not listed above, we will disclose what those legitimate interests are in an updated Privacy Notice. If you have questions about or need

Effective Date: April 12, 2023

PRIVACY NOTICE – INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT

further information concerning the legal basis on which we collect and use your personal data, please contact us using the contact details provided in the **Contact Information** section below.

How We Share Your Personal Data

OHSU takes care to allow your personal data to be accessed only by those who need such access to perform their tasks and duties, and to third parties who have a legitimate purpose for processing or accessing it. As such, we may share your personal data as described in this Privacy Notice to the following categories of recipients:

- To our subsidiaries, affiliates, or their or our successors or assigns.
- Upon request, to an OHSU employee who referred you to inform them about the limited, general status of the referral.
- To our contractors, business partners, service providers, and other third parties who require the data to carry out work relating to the job applicant and/or recruitment process on our behalf. These companies are authorized to use your personal data only as necessary to provide these services to us.
- To a potential buyer (and its agents and advisors) in connection with any proposed merger, acquisition, or any form of sale or transfer of some or all of our assets (including in the event of a reorganization, dissolution or liquidation), in which case, personal data held by us about you will be among the assets transferred to the buyer or acquirer.
- To a third party under the following circumstances where we: (i) believe we are compelled by applicable law or regulation, judicial request from a court of competent jurisdiction, or another legal process or government authority; (ii) find it necessary to exercise, establish or defend our legal rights; (iii) seek to enforce or apply the terms of this Privacy Notice or terms of any other agreement; (iv) seek to protect OHSU's rights or property; (v) seek to protect OHSU, its employees, students, agents, or the public from harm or illegal activities; (vi) seek to respond to an emergency which we believe, in good faith requires us to disclose data to prevent harm; or (vii) rely on your consent.

We do not sell your personal data and will not sell it without providing any required notices and/or opt-in/opt-out rights.

International Transfers

For the purposes described in this Privacy Notice, OHSU or its service providers may collect, use, process, store and disclose your personal data outside of your home jurisdiction, and in some cases, other countries. These countries may have data protection and privacy laws that are different than the laws of your home country. OHSU only transfers personal data to another country in accordance with applicable data protection and privacy laws, provided there are legally adequate protections in place for the personal data. Through OHSU's current vendor,

Effective Date: April 12, 2023

PRIVACY NOTICE – INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT

your data may be processed in the United States, Ireland, India, the United Kingdom, Spain or France.

Security and Breach Notification

OHSU maintains appropriate technical and organizational measures, including, but not limited to, reasonably designed administrative, physical, and technical safeguards, designed to protect the personal data obtained as discussed in this Privacy Notice from accidental or unlawful destruction, loss, alteration, unauthorized disclosure and access. OHSU personnel and service providers with access to personal data collected as discussed in this Privacy Notice are required to keep such personal data confidential and secure. OHSU monitors and responds to security events, and notifies the appropriate parties of security or privacy incidents and data breaches in accordance with its incident response procedures and applicable law.

Data Retention

Unless a longer retention period is required by law, we will retain your personal data consistent with our records retention policy. When we have no ongoing legitimate business need to process your personal data, we will either delete or anonymize it or, if this is not possible (e.g., because your personal data has been stored in backup archives), then we will securely store your personal data and isolate it from any further processing until deletion is possible. As such, we reserve the right to use anonymous data for any legitimate business purpose without your consent or further notice to you.

Your Privacy Rights

Certain jurisdictions may provide you with rights under applicable data protection or privacy law regarding your personal data. In particular, you may have the right to:

- be informed about your personal data;
- access your personal data;
- correct any personal data that is inaccurate;
- have your personal data erased;
- restrict the processing of your personal data;
- right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before withdrawal;
- obtain your personal data;
- object to the processing of your personal data;
- object to how your personal data is used in automated decision making, if applicable;
- lodge a complaint with us or a regulatory authority.

Effective Date: April 12, 2023

PRIVACY NOTICE – INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT

These rights may be limited, if fulfilling your request would reveal personal data about another individual, or if you ask us to delete personal data which we are required or permitted by law to keep.

We process your personal data in reliance upon your consent. You can contact us at any time to withdraw your consent but prior actions taken in reliance on your consent will not be affected.

If applicable, if you do not wish to receive automated email communications from us, you may opt-out by clicking on the “unsubscribe” link in the e-mails we send you.

To exercise any of these rights, please contact us by using the contact details under the **Contact Information** section below.

We will respond to such requests in accordance with the requirements of applicable data protection laws. Please note that in order to fulfil your request, we may need you to provide certain personal data to verify your identity. Depending upon applicable data protection and privacy law, individuals may also designate an authorized agent to exercise these rights on their behalf.

Third-Party Websites and Applications

This website may link to websites that are not owned or controlled by OHSU. This Privacy Notice does not apply to personal data collected on any third-party site or by any third-party application that may link to or be accessible from our website.

Children

The Website is not directed to or intended to be used by anyone under the age of 13. We do not knowingly collect personal data from anyone under the age of 13. If you are under 13, please do not attempt to fill out our forms or send any personal data about yourself to us. If we learn that we have collected personal data from a child under age 13, we will delete that personal data promptly.

Changes to our Privacy Notice

OHSU reserves the right to update or change this Privacy Notice from time to time. If we make material changes to this Privacy Notice, we will update this web page prior to or at the time the change becoming effective.

Effective Date: April 12, 2023

PRIVACY NOTICE – INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT

You can see when this Privacy Notice was last updated by checking the “Effective Date” displayed at the bottom of this Privacy Notice.

Contact Information

To ask questions, update, change, or remove your personal data or exercise any other rights, please contact us:

OHSU
Attn: HR
3181 SW Sam Jackson Park Road,
Portland OR 97239
icims@ohsu.edu

Effective Date: April 12, 2023

PRIVACY NOTICE – INFORMATION COLLECTED DIRECTLY FROM AN INDIVIDUAL FOR HIRING AND RECRUITMENT