



Privacy Notice

Vineyard City is committed to protecting your privacy. When HR requests or collects personal data, this notice is provided in compliance with Utah Code 63A-19-402 to inform you about how your information will be used.

1. Why HR Is Requesting Your Personal Data

HR collects personal data to process employment applications, evaluate candidate qualifications, conduct background check, communicate with applicants, and comply with federal, state, and local employment laws and reporting requirements. Providing this information helps HR efficiently serve you and fulfill governmental responsibilities.

2. Intended Purposes and Uses of Your Personal Data

Your personal data will be used for the following purposes:

- To evaluate your qualifications, experience, and suitability for employment with Vineyard city.
- To contact you regarding your application status, interviews, or employment decisions.
- To conduct background, reference, and eligibility to work verifications as required by law.
- To maintain employment application records in accordance with public records and retention laws.
- To generate statistical or compliance reports (e.g., Equal Employment Opportunity reporting)
- All uses will align with the purpose specified at the time of data collection.

3. Consequences of Refusing to Provide Personal Data

Providing personal data is voluntary but required to be considered for employment. If you choose not to provide the requested information:

- Your application may not be processed or considered for employment.
- HR may be unable to verify your eligibility to work, or conduct required pre-employment screenings.

4. Data Sharing

Your personal data may be shared with the following:

- Entities that share personal data with HR: State and federal agencies (e.g., Utah Department of Workforce Services) for compliance or reporting purposes.
- Entities that receive personal data from HR on a regular or contractual basis:
 - Authorized third party service providers supporting recruitment and applicant tracking (e.g., software vendors, background check providers).
 - Government agencies as required by law (e.g., IRS, Department of Homeland Security for eligibility verification).
 - Internal departments involved in the hiring decision process.

Vineyard City does not sell personal information to third parties.

5. Record Series

Personal data collected by the HR Office will be included in the following record series:

- RS915
- RS907
- RS912

6. Your Rights and Additional Information

You have the right to request a copy of this notice regarding personal data you previously provided. To request this information or to ask questions about how your data is handled, please contact:

Vineyard City Privacy Manager

privacy@vineyardutah.gov

This notice is available:

- **At the point of data collection**
- **Upon request**

By providing your personal data, you acknowledge that you have been informed of how your information will be used and shared in accordance with this notice.