The State of Arkansas and the Department of Transformation and Shared Services Office of Personnel Management care about the confidentiality and privacy of your personal information. This data privacy policy applies to any data in your application for employment that is collected at any stage during the recruitment and hiring processes.

**Our Privacy Principles**

- We will not sell, rent, or license your personal information.
- We treat personal information as confidential, consistent with legal and regulatory requirements.
- We will only share your information with your consent, or as provided for in this policy.
- We require any person or organization with which we do business to protect the personal information we share.
- We do not allow any person or organization acting on our behalf to use information we collect for purposes that are inconsistent with this policy.

**What information do we collect?**
The term "personal information" in this policy refers to information that can identify you as well as sensitive information related to you. Examples may include:

- Identification data, such as your name, date of birth, address and contact details;
- Job history data, such as your resume, work history, references, and salary expectations;
- Residency and work permit status, professional memberships, military status, nationality, and government identification numbers;
- Information about your skills, including technical proficiencies, educational background, professional certifications and registrations, language capabilities, and trainings;
- Information related to Equal Employment Opportunity reporting, such as race, gender and ethnicity;
- Information from any interviews and/or phone-screenings;
- Information related to any assessment you may take as part of the interview screening processes;
- Banking information necessary for employment payroll processing;
- Data collected by third parties on our behalf, including the results of background checks, drug and alcohol testing, vehicle registration and driving history, and any assessments, competency, or aptitude tests; and
- Technical data collected by the operator of our website (SAP SuccessFactors).

**How do we use the information we collect?**
Any personal information collected will be used for the following purposes:

- We may use your personal data for recruitment and analytic purposes. This includes position(s) for which you have applied, position(s) for which you were recommended, position(s) for which you were hired.
- We may use your personal data for communication purposes. If you have created a profile in ARCareers.gov or utilize the search jobs feature in SAP SuccessFactors, we may use your personal data to communicate with you about positions for which you have applied, future opportunities, and if hired, position(s) for which you have been employed and personal data relative to said position(s).
- We may use your personal data for employment purposes. If you are hired into a position(s) with the State of Arkansas, we may use your personal data for hiring processes, learning
management, succession planning, performance management, and actions related to personnel processing, maintenance, and offboarding.

**How do we ensure the information is secure?**
We take the security of your personal information very seriously. We apply administrative, physical, and technical precautions to safeguard personal information. In accordance with industry standards, we operate with restricted access to data, and we have implemented commercially appropriate security controls to protect the data when it is stored or transmitted.

**Do we share the information we collect?**
We may contract with service providers as part of our normal business to carry out Human Resources or Information Technology functions. We require any person or organization we do business with to protect the personal information we share with them. We do not allow anyone acting on our behalf to use your personal information for purposes that are inconsistent with this policy unless it is for reporting purposes.

Our website is hosted by SAP SuccessFactors, a third-party vendor. While acting on our behalf, SuccessFactors collects information about your use of the site (for example, the IP address assigned by your Internet Service Provider, the web browser and operating system used to access the site). This information is used to improve the site and understand users’ needs. For more information about SuccessFactors’ website analytics, and to opt-out of their technical data collection, please read the Automated Tools section of [SuccessFactors’ Privacy Policy](#).

Disclosure of personal information to government agencies may be required for the purpose of complying with applicable laws and regulations or in response to legal process. We may need to disclose information in certain exceptional circumstances to protect against malicious and/or unauthorized access, to protect legal rights, or to address actual or threatened illegal or harmful conduct.

Disclosure of some personal data for the purpose of compliance with the Arkansas Freedom of Information Act may be required.

**How long will you retain my personal data?**
Your information will be stored in accordance with applicable legal and regulatory requirements and will remain on file in accordance with the Arkansas General Retention Schedule.

**Changes to this Policy**
This policy may be amended from time to time. We will post any changes to this policy here with an updated effective date. This policy supersedes all prior policies of the same or similar subject.

**Effective Date: July 24, 2020**