



## Valle del Sol Procedure

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| Procedure Name     | Candidate Privacy |
| Procedure No.      | HR 018            |
| Effective Date     | May 19, 2026      |
| Last Revision Date | May 19, 2026      |

### I. Purpose

Valle del Sol, we respect your privacy and are committed to protecting the personal information you share with us during the recruiting and hiring process.

### II. Scope

This procedure applies to all applicants, candidates, interns, contractors, and prospective employees who provide personal information to Valle del Sol during the recruitment, hiring, onboarding, and employment consideration process.

### III. Procedure

#### Information We Collect

We may collect personal information from candidates, including:

- Name, address, email address, and phone number
- Resume/CV and employment history
- Education and professional credentials
- Interview notes and recruiting communications
- Background check and reference information, where applicable
- Voluntary demographic information, where permitted by law

#### How We Use Your Information

We use candidate information to:

- Evaluate qualifications for employment opportunities
- Communicate regarding applications, interviews, and hiring decisions
- Schedule interviews and onboarding activities
- Conduct background checks and employment verification, when applicable
- Improve our recruiting and hiring processes
- Comply with legal and regulatory obligations



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### **Text Messaging Communications**

By providing your mobile phone number and opting in, you consent to receive text messages related to recruiting and employment opportunities, including interview scheduling, application updates, and onboarding communications.

Message and data rates may apply. Message frequency may vary. You may opt out at any time by replying STOP.

### **Information Sharing**

We do not sell candidate personal information.

We may share information with trusted service providers who assist with recruiting, applicant tracking, background screening, payroll, onboarding, or HR administration, solely for legitimate business purposes and in accordance with applicable privacy laws.

**No mobile opt-in data will be shared with third parties or affiliates for marketing or promotional purposes.**

### **Data Security**

We maintain reasonable administrative, technical, and physical safeguards to protect candidate information from unauthorized access, disclosure, or misuse.

### **Data Retention**

Candidate information may be retained for a period consistent with legal, regulatory, and business requirements.

### **Your Rights**

Depending on your state or local laws, you may have rights related to access, correction, or deletion of your personal information.

### **Contact Us**

If you have questions regarding this Privacy Policy or our handling of candidate information, please contact:

#### **Valle del Sol**

VdSHR@valledelsol.com

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