

STEPHENVILLE MEDICAL AND SURGICAL CLINIC, P.A

SECTION: Personnel	NO.	Approved By: Executive Committee
SUBJECT: HR Applicant Privacy Notice	ORIGINATED: September 2, 2026	REVIEWED/REVISED:

Privacy of Your Information

At Stephenville Medical and Surgical Clinic (SMSC), we are committed to protecting the privacy and confidentiality of the personal information you provide during the employment application and hiring process. We value your trust and take appropriate measures to safeguard your information. This commitment is consistent with the clinic's broader responsibility to protect confidential information and comply with applicable federal and Texas privacy laws. This privacy notice applies solely to information collected for employment opportunities and employment-related processes. It does not apply to protected health information collected or maintained in connection with patient care.

Information We Collect

- Contact information, resumes, employment and education history, and references.
- Professional licenses and certifications, and other relevant information pertaining to your qualifications or eligibility.
- If you are offered and accept an employment position: items required for identification, employment authorization, and the hiring process.

How We Use It

- To evaluate your qualifications, verify the information you provide, process your application, and communicate with you.
- To conduct authorized background checks and pre-employment screenings.
- If you are hired, administer your employment including Form I-9, as well as administering payroll, benefits, tax, and other employment-related functions.
- To comply with applicable legal and regulatory requirements and to conduct or respond to audits, compliance reviews, investigations, or similar matters.
- To work with service providers, professional advisors, auditors, insurers, and other third parties that assist SMSC.

Confidentiality

- Your application and the information you submit will be treated confidentially.
- Access to your information is limited to authorized individuals involved in the hiring process. Your personal information will not be sold, rented, or disclosed to unauthorized parties.

Information Security

We maintain administrative, technical, and physical safeguards designed to protect your personal information from unauthorized access, use, alteration, or disclosure.

Retention of Information

Your application information will be retained as long as necessary to complete the hiring process or as otherwise required by applicable law. If you are hired, information collected during the application, hiring, and onboarding processes may become part of your employment records and retained throughout your employment and for an appropriate period following the end of your employment, in accordance with applicable law and the Clinic's record-retention practices.

Applicant Acknowledgement

By submitting this application, you acknowledge that:

- The information you provide is true and complete to the best of your knowledge.
- You understand that your information will be used solely for employment-related purposes.
- You have read and understand this Applicant Privacy Notice.

SMSC may revise this notice from time to time.

Questions regarding this Applicant Privacy Notice or the handling of your personal information may be directed to:

SMSC HR Manager
254-968-6051