

Central Texas Regional Advisory Council

Privacy Policy Statement

Central Texas Regional Advisory Council
2180 N Main Street, Suite H-5
Belton, TX 76513
(254) 770-2316

Introduction

The Central Texas Regional Advisory Council (CTRAC) respects the privacy of applicants, employees, membership, and Board Members, and is committed to complying with applicable state and federal privacy laws. This Privacy Policy is intended to inform you about how the personal information you submit will be handled and protected by CTRAC.

Types of Information Collected

Personal Information includes but is not limited to name, home address, home phone number, home email address, identity verification information, Social Security Number, physical description, age, gender, salary, education, professional designation, personal hobbies and activities, medical history, employment history, credit history, contents of resume, references, interview notes, performance review notes and emergency contact information. Personal Information will not include the Individual's business title and business address and contact information when used or disclosed for the purposes of reasonable business communication. For the purpose of this Privacy Policy, the term "Personal Information" has the meaning of any information or collection of information in any form, whether oral, electronic or written that pertains to the Individual excluding information that is publicly available in its entirety. Personal Information will also include any publicly available information that is combined with non-publicly available information.

Purposes for which Personal Information is Collected

Personal Information will be collected, used and disclosed for purposes pertaining to the Individual's employment relationship with CTRAC, including but not limited to the administration of employee hiring, performance reviews, the administration of employee payroll, processing of employee benefit claims, and for the purpose of complying with all applicable labor and employment legislation. Personal Information collected from CTRAC Board Members will be used strictly for executive administrative functions, including but not limited to financial accounts and insurance purposes. CTRAC may use Personal Information for a purpose other than the originally stated purpose where the new purpose is required by law or

where CTRAC has obtained consent in writing from the affected Individual for each new purpose.

Protection of Personal Information

CTRAC recognizes the confidential nature of the Personal Information in its care and is accountable for the compliance of itself and its directors, officers, management, employees, representatives and agents including consultants and independent contractors (the “Staff”) in protecting this Personal Information. CTRAC will implement policies and procedures that give effect to this Privacy Policy including procedures to protect and secure Personal Information, procedures to receive, investigate and resolve complaints, procedures to ensure adequate training of the Staff concerning CTRAC's privacy policies, and procedures to distribute new and current information pertaining to CTRAC's Privacy Policy. CTRAC and the Staff will at all times respect the confidentiality of the Personal Information placed in its care. CTRAC will endeavor to ensure that the policies affecting the collection, storage and disclosure of Personal Information reflect the confidential nature of the information. CTRAC will comply with all applicable privacy legislation and regulations in force now and in the future related to protecting the confidentiality of Personal Information.

I have read, understand and agree to abide by all of the above.

Signature: _____

Print Name: _____

Date: _____

