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**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 (Central Texas RAC) 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 Central Texas RAC.

**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 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 also includes any publicly available information that is combined with non-publicly available information.

**Purposes for Collection of Personal Information**

Personal Information will be collected, used and disclosed for purposes pertaining to the Individual's employment relationship with Central Texas RAC, 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 Central Texas RAC Board Members is strictly for executive administrative functions, such as financial accounts and insurance purposes. Central Texas RAC may use Personal Information for a purpose required by law or where Central Texas RAC has obtained consent in writing from the affected Individual for each new purpose.

**Protection of Personal Information**

Central Texas RAC 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. Central Texas RAC 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 Central Texas RAC's privacy policies, and procedures to distribute new and current information pertaining to Central Texas RAC's Privacy Policy. Central Texas RAC and the Staff will always respect the confidentiality of the Personal Information placed in its care. Central Texas RAC will endeavor to ensure that the policies affecting the collection, storage and disclosure of Personal Information reflect the confidential nature of the information. Central Texas RAC will comply with all applicable privacy legislation and regulations in force now and in the future related to protecting the confidentiality of Personal Information.