

Douglas College Career Site Privacy Statement

Douglas College is committed to protecting the privacy of those who seek employment with us. It is our policy to respect the privacy of candidates and their records. All information collected from our [Applicant Portal](#) is collected for the purpose of considering your application for employment with Douglas College, hiring, and, with your consent, providing updates regarding job vacancies at the College, communicating news and other information, and following up to obtain your feedback on our level of service. Your information is collected and used in accordance with the [Freedom of Information and Protection of Privacy Act](#).

What Information is collected during the recruitment process?

To apply for a specific job on our career site, we require you to register with us and to provide us with basic contact information. During the application process, you may be asked to share the following information:

- name
- address
- email address
- contact number
- career history (usually in a form of a resume)
- previous employment / study at Douglas College
- work permit information (if applicable)

We may also ask for additional information such as transcript and references to assist us with our recruitment process.

You may be asked to provide a criminal record check and/or vulnerable sector check for jobs that require interaction with minors and/or vulnerable population.

Who has access to your personal information?

The hiring committee and Human Resources personnel will view information that was provided, certified, and consented to, during the application process. Information may be disclosed to other college employees and other third parties involved with facilitating the recruitment process, and bargaining unit representatives.

Third party disclosure only encompasses our service providers who assist us with administering the recruitment process.

How do we use your information?

We may use your personal information in the following ways:

- to facilitate hiring decisions and process
- to respond to your queries and requests
- to communicate with you
- to provide you with updates about your job application
- and, with your consent, to send you information about open positions, connection requests via social media, invitations to hiring events, surveys and other department updates.

Data Retention and Destruction

Section 31 of the Freedom of Information and Protection of Privacy Act BC (FIPPA) requires public bodies or persons acting on their behalf to retain record(s) containing personal information for at least one year. All collected data for application purposes will be stored electronically on our Applicant Tracking System for 2 years, after which time, records of unsuccessful candidates will be destroyed.

If you have any questions or concerns about privacy of your personal information, please contact us at hr_recruitment@douglascollege.ca.