

POLICY MANUAL

GENERAL

Number 3303

Subject: Retention, Disposition, Access, and Confidentiality of Applicant Information

Covered Employees: All Applicants for Positions at Utah State University

Date of Origin: March 26, 2010

Previous USU Policy #: 388: Retention, Disposition, Access, and Confidentiality of Applicant

3303.1 PURPOSE

Utah State University will only use information obtained through an initial application or selection process to determine whether an applicant should be hired. Utah State University will not request information that does not pertain to the bona fide occupational qualifications of the advertised position prior to offering a position to a candidate.

3303.2 REFERENCE

Utah H.B. 206 Employment Selection Procedures Act, 2009

3303.3 INFORMATION COLLECTED

Utah State University will not request a Social Security number, date of birth, or a driver's license number unless the applicant is offered a position for which the applicant is applying, and if the information is required for benefits reasons (see Policy 3301 Background Checks).

Application data will be retained electronically and will not be made available to anyone except:

- (1) a government official, at the request of the government official;
- (2) for performance review;
- (3) for a promotion application

Utah State University will not retain applicant information for more than three (3) years from the job requisition closing date if the applicant is not hired for the position advertised.

3303.4 INVESTIGATION INTO ALLEGED VIOLATION

The Utah Labor Commission's Division of Antidiscrimination and Labor may investigate an alleged violation.