Concordia-Health
Official Legal Address
1901 Pennsylvania Avenue NW
Washington, DC 20006
United States
www.concordia-health.org

Data Privacy Notice

Concordia-Health respects the privacy of personal data and complies with applicable data protection laws, including the **General Data Protection Regulation (GDPR)** and any other relevant local data protection legislation.
This Data Privacy Notice explains how personal information is collected, used, and protected in the context of spontaneous applications and recruitment-related communications.

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1. Identity of the Data Controller

Concordia-Health acts as the **data controller** for the personal data collected and processed in connection with your application.

Concordia-Health
Human Resources Department

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2. Personal Data Collected

As part of the application process, Concordia-Health may collect the following personal data:

- **Identification and contact information:** first name, last name, date of birth, email address, telephone number
- **Application documents:** curriculum vitae and cover letter
- **Photograph (if voluntarily included):** used solely for the purpose of reviewing the application and not shared with third parties without consent

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3. Purpose of Processing

Personal data is collected and processed for the following purposes:

- To review and assess applications submitted to Concordia-Health
- To contact applicants regarding opportunities relevant to their profile
- To communicate with applicants during the application review process

Personal data is **not used for commercial or marketing purposes**.

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4. Data Retention Period

Personal data is retained for a maximum period of **eight (8) weeks** following the conclusion of the application review process.
This retention period allows Concordia-Health to follow up should a relevant opportunity arise.

After this period, personal data is securely deleted, unless the applicant has explicitly consented to a longer retention period.

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5. Your Rights

In accordance with applicable data protection laws, you have the following rights:

- **Right of access:** to obtain confirmation as to whether your personal data is being processed and to access such data
- **Right of rectification:** to request correction of inaccurate or incomplete data
- **Right of erasure:** to request the deletion of your personal data at any time
- **Right to object:** to object to certain types of processing, where applicable
- **Right to data portability:** to receive your data in a structured, commonly used, and machine-readable format

Requests may be submitted at any time by contacting:
? **careers@concordia-health.org**

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6. Data Transfers

Personal data is not shared with third parties, except where strictly necessary for the processing of applications.

If personal data is transferred outside the European Union (EU), Concordia-Health ensures that appropriate safeguards are in place, including **Standard Contractual Clauses** or other lawful protection mechanisms, to guarantee a level of protection consistent with EU standards.

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7. Data Security

Concordia-Health implements appropriate **technical and organizational measures** to protect personal data against loss, unauthorized access, disclosure, alteration, or destruction.
These measures include restricted access to personal data, secure data storage, and controlled access protocols.

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8. Updates to This Notice

This Data Privacy Notice may be updated to reflect changes in legal requirements or data protection practices.

Any updates will be published on this page and will apply from the date of publication.

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9. Contact

For any questions or concerns regarding this Data Privacy Notice or the processing of personal data, please contact:

careers@concordia-health.org

End of Form – CH-DPN-001 (v1.0)

By submitting this application, you confirm that you have read and understood the Concordia-Health Data Privacy Notice (DPN) and consent to the processing of your personal data for recruitment purposes in accordance with the DPN.