



APPLICANT PRIVACY POLICY

A. PURPOSE:

The purpose of this policy is to inform job applicants how the City of Roanoke, Texas collects, uses, protects, and retains applicants' phone numbers during the recruitment and hiring process. The City is committed to protecting applicants' privacy and ensuring personal information is used responsibly and in accordance with applicable laws.

B. INFORMATION COLLECTED:

As part of the employment application process, the City may collect applicants' phone numbers, including:

- Mobile telephone numbers
- Home telephone numbers
- Other contact numbers voluntarily provided by the applicant

Providing a phone number is voluntary; however, failure to provide one may limit the City's ability to communicate with the applicant regarding their application.

C. PURPOSE OF COLLECTION AND USE:

Applicant phone numbers may be used for legitimate business purposes related to recruitment and employment, including:

- Contacting applicants regarding the status of their application
- Scheduling interviews, exams, or other hiring-related appointments
- Communicating hiring decisions
- Requesting additional information or clarification
- Conducting reference, background, or credential verification (as authorized)
- Providing onboarding instructions, if applicable

The City will not use applicant phone numbers for unrelated purposes.

D. TEXT MESSAGING:

If applicants provide a mobile phone number, the City may contact them via phone call or text message for recruitment-related purposes.

The City:

- Will limit text messages to employment-related communications
- Will not send marketing or promotional messages
- Will not sell or distribute phone numbers for commercial purposes

Applicants may request that communications be limited to phone calls or email instead of text messages.

E. DISCLOSURE OF INFORMATION:

Applicant phone numbers may be shared only with:

- Authorized City employees involved in the hiring process
- Background check providers or third-party vendors contracted by the City, as necessary and permitted by law
- Other entities as required by law, including under the Texas Public Information Act, unless the information is confidential by law

The City does not sell applicant phone numbers.



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F. PROTECTION OF INFORMATION:

The City implements reasonable administrative, technical, and physical safeguards to protect applicant personal information, including phone numbers, against unauthorized access, disclosure, alteration, or destruction.

Access is limited to employees with a legitimate business need.

G. RETENTION:

Applicant phone numbers are retained in accordance with the City's records retention schedule and applicable state law, including requirements established by the Texas State Library and Archives Commission.

H. APPLICANT RIGHTS:

Applicants may:

- Request to update or correct their contact information
- Request alternative communication methods
- Ask questions regarding how their information is used

Requests should be directed to:

- Human Resources Department
City of Roanoke, Texas
500 S. Oak St., Roanoke, TX 76262
humanresources@roanoketexas.gov
(817) 491-2411

I. POLICY CHANGES:

The City reserves the right to update this policy as needed. Any changes will be posted on the City's website or employment application portal.

J. TEXAS PUBLIC INFORMATION ACT NOTICE:

Information submitted as part of an employment application may be subject to disclosure under the Texas Public Information Act, Chapter 552, Texas Government Code, unless an exception applies.

K. TERMS & CONDITIONS:

By providing a phone number as part of the employment application process and consenting to be contacted by text message (SMS), applicants agree that the City may contact them regarding their application and employment opportunities for purposes related to:

- Application status updates
- Interview scheduling
- Testing notifications
- Hiring decisions
- Requests for additional information
- Pre-employment and onboarding communications

These communications are strictly related to employment and are not for marketing purposes. Participation is voluntary. Declining to consent to receive text messages may limit the City's ability to communicate with applicants in a timely manner regarding their application.



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1. Text Message Terms: applicants that consent to receive text messages understand that:
 - Message frequency will vary depending upon application status
 - Message and data rates may apply according to your mobile carrier plan
 - The City does not charge for sending text messages
2. Opt Out: applicants may opt out of receiving text messages at any time by replying STOP to any text message.
3. No Guarantee of Employment: providing a phone number and consenting to receive text messages does not guarantee employment or consideration for employment.