

Hooverwood Living Employee and Applicant Privacy Policy and Mobile Messaging Notice

Effective Date: _____

Introduction

Hooverwood Living is committed to protecting the privacy and security of personal information belonging to job applicants, employees, former employees, volunteers, and contractors. This policy explains how Hooverwood Living collects, uses, maintains, and protects personal information, including information used in connection with employment-related SMS/text messaging.

Information We Collect

Applicant and employee information may include contact information, employment history, education, licenses, certifications, payroll information, benefits data, emergency contacts, training records, attendance records, and mobile phone numbers voluntarily provided for employment communications.

How We Use Information

Information may be used for recruitment, hiring, onboarding, payroll, benefits administration, scheduling, staffing, compliance, employee communications, safety notifications, and HR administration.

Mobile Messaging (SMS/Text Messaging)

Hooverwood Living may send employment-related text messages regarding application status, interviews, onboarding, scheduling, staffing needs, training, benefits information, HR announcements, and emergency notifications.

Consent

By voluntarily providing a mobile phone number and opting in, applicants and employees authorize Hooverwood Living to send employment-related SMS communications. Consent is not a condition of employment.

Message Frequency and Rates

Message frequency varies. Message and data rates may apply according to the recipient's wireless plan.

Opt-In Methods

Individuals may opt in through an employment application, onboarding documents, SMS consent form, or approved HR system.

Opt-Out Methods

Recipients may opt out at any time by replying STOP, CANCEL, or UNSUBSCRIBE, contacting Human Resources, or submitting a written request.

Help

Recipients may reply HELP or contact Human Resources at Hooverwood Living, 7001 Hoover Road, Indianapolis, Indiana 46260.

No Sale or Marketing Use of Mobile Information

Mobile information, text messaging originator opt-in data, and consent information will not be shared with third parties, affiliates, or business partners for marketing or promotional purposes.

Data Security

Hooverwood Living maintains reasonable administrative, technical, and physical safeguards designed to protect personal information.

Indiana Compliance

If a data breach involving protected personal information occurs, Hooverwood Living will provide notices as required under applicable Indiana law.

Policy Changes

Hooverwood Living may update this policy periodically. Updates become effective upon publication.

Recommended Application Consent Language

By checking this box and providing my mobile phone number, I consent to receive employment-related text messages from Hooverwood Living regarding my application, interview scheduling, onboarding, shift scheduling, staffing needs, training opportunities, benefits information, and other employment-related communications. Message frequency varies. Message and data rates may apply. Consent is not a condition of employment. Reply STOP, CANCEL, or UNSUBSCRIBE at any time to opt out. Reply HELP for assistance. Mobile information and SMS consent are not shared with third parties or affiliates for marketing purposes.