



Applicant Privacy Notice

GEEARS: Georgia Early Education Alliance for Ready Students (“GEEARS”) respects the privacy of individuals who apply for employment with our organization. This notice explains how we collect, use, share, and protect personal information provided during the recruitment and hiring process.

Information We Collect

When you apply for a position with GEEARS, we may collect personal information that you voluntarily provide, including:

- Name, address, telephone number, and email address;
- Resume, cover letter, employment history, education, professional qualifications, and other application materials;
- References and information provided by references;
- Information obtained through interviews and other communications during the recruitment process;
- Salary expectations and other information related to potential employment;
- Information necessary to verify employment eligibility; and
- Information obtained through background checks or other pre-employment screening, when applicable and permitted by law.

GEEARS may also collect voluntary demographic information for equal employment opportunity or reporting purposes. Where collected, such information will be handled appropriately and will not be used unlawfully in employment decisions.

How We Use Applicant Information

GEEARS uses applicant information for legitimate recruitment and employment purposes, including to:

- Review and evaluate applications;
- Assess qualifications and suitability for employment;
- Communicate with applicants regarding their candidacy;
- Conduct interviews and reference checks;

- Complete authorized background or other pre-employment checks, when applicable;
- Prepare an employment offer and complete onboarding activities;
- Maintain appropriate recruitment and employment records; and
- Comply with applicable legal and regulatory requirements.

Applicant information will not be sold or used for unrelated marketing purposes.

Sharing of Information

Applicant information may be shared internally with GEEARS employees, managers, board members, or other individuals involved in the recruitment and hiring process when they have a legitimate need for the information.

GEEARS may also share limited information with service providers that assist with recruitment, background checks, payroll or human resources administration, information technology, or similar business functions. Such providers are expected to use the information only for the services they provide to GEEARS and to protect it appropriately.

Information may also be disclosed when required by law or when reasonably necessary to protect the rights, safety, or interests of GEEARS, its employees, applicants, or others.

Data Security and Retention

GEEARS takes reasonable administrative, technical, and physical measures to safeguard applicant information against unauthorized access, disclosure, alteration, or loss.

Application and recruitment records will be retained for the period necessary to support GEEARS' recruitment and recordkeeping needs and to comply with applicable legal requirements. Information that is no longer required will be securely deleted or destroyed after one year from filling the applicable position.

If an applicant is hired, relevant information collected during the recruitment process may become part of the employee's personnel records and will be maintained in accordance with GEEARS' employee privacy and records-management practices.

Accuracy and Updates

Applicants are responsible for providing accurate information during the application process. Applicants who need to correct or update information previously provided may contact GEEARS.

Questions About Applicant Information

Questions or concerns regarding the collection or use of applicant information may be directed to:

GEEARS: Georgia Early Education Alliance for Ready Students

Attention: Human Resources / Operations

info@ggeears.org

404-410-8564

Changes to This Notice

GEEARS may update this Applicant Privacy Notice periodically to reflect changes in its recruiting practices or applicable legal requirements.

Effective Date: September 2026