



Applicant Electronic Communications Privacy Policy

This Privacy Policy explains how Rainbows United, Inc. (Rainbows) collects, uses, and protects personal information when communicating with job applicants through electronic means. This includes, but is not limited to, text messaging (SMS/MMS), email, applicant tracking systems (ATS), chat platforms, career portals, and other digital communication tools. The policy is intended to ensure transparency and compliance with applicable privacy and communication laws.

Scope

This policy applies to all information received from applicants who communicate with Rainbows electronically during the recruitment and hiring process.

Information We Collect

As to applicants who engage with Rainbows through electronic communications, Rainbows may collect and process the following information:

- Contact information (e.g., name, email address, phone number)
- Communication content (e.g., emails, text messages, chat messages, attachments)
- Application materials (e.g., resume, cover letter, portfolio)
- System and usage data (e.g., IP address, timestamps, device/browser type, login activity where applicable)
- Any additional personal information you voluntarily provide

How We Use Your Information

We use information collected through electronic communications to:

- Communicate about job opportunities and application status
- Schedule interviews and send reminders
- Facilitate application submission and review
- Respond to applicant inquiries
- Maintain records related to recruitment activities
- Assist in decisions relating to the position under consideration

Applicant information will be used solely for recruitment-related purposes unless otherwise required or permitted by law.

Methods of Electronic Communications

Applicants who provide contact information to and engage with Rainbows electronically will be deemed to have consented to receiving communications from Rainbows related to employment opportunities and the hiring process.

- Communication frequency may vary
- Standard messaging or data rates may apply (for SMS/MMS)
- Consent is not a condition of employment

Recognizing that doing so may impact an applicant's further consideration, applicants may manage or limit electronic communications by:

- Replying “STOP” to text messages (where applicable)
- Using unsubscribe links in emails (where available)
- Adjusting preferences within Rainbows applicant portal
- Contacting Rainbows directly by email at HR@rui.org or by phone at 316-558-3432

Data Sharing and Disclosure

Rainbows will not sell or rent applicant personal information, but may share information with:

- Authorized service providers (e.g., applicant tracking systems, communication platforms, background check vendors)
- Internal personnel involved in recruitment and hiring decisions
- Legal or regulatory authorities if required to comply with applicable laws

All third-party providers are expected to maintain appropriate confidentiality and data protection standards.

Data Retention

We retain applicant information for as long as necessary to:

- Fulfill recruitment and hiring purposes
- Comply with legal, regulatory, and recordkeeping obligations

After this period, information will be securely deleted, anonymized, or archived in accordance with applicable laws and company policy.

Data Security

Rainbows will implement reasonable administrative, technical, and physical safeguards to protect applicant information. This includes controls appropriate to the nature of the communication channel.

Security Incident and Breach Notification

In the event of a suspected or confirmed security incident involving unauthorized access, disclosure, alteration, or loss of applicant personal information, Rainbows will take all reasonable and appropriate steps to promptly investigate, contain, and remediate the incident.

If we determine that a security breach has occurred that is reasonably likely to involve the unauthorized access or disclosure of personal information, we will notify affected individuals in accordance with applicable federal and state laws. Notifications may include information about the nature of the incident, the types of information involved, steps we are taking to address the incident, and actions applicants may take to protect themselves.

Notifications will be provided within the timelines required by law and may be delivered by email, written notice, or other legally permitted means. Notification may be delayed if law enforcement determines that disclosure would impede a criminal investigation, consistent with applicable law.

Your Rights

Depending on applicable law, applicants may have the right to:

- Access their personal information
- Request correction of inaccurate information
- Request deletion of personal data
- Withdraw consent to certain communications

Requests must be submitted to HR@rui.org

Compliance with Laws

Rainbows complies with applicable laws governing electronic communications and privacy,

including but not limited to:

- Telephone Consumer Protection Act (TCPA)
- CAN-SPAM Act
- Applicable state privacy laws

Changes to This Policy

We may update this policy from time to time. Any changes will be posted with an updated effective date.

Contact Information

Questions about this policy or our practices should be directed to:

Rainbows United, Inc.
3223 N. Oliver Ave.
Wichita, KS 67220
Attention: Vice President, Human Resources

Acknowledgment

This Privacy Policy will be available to all applicants. By engaging in electronic communications with Rainbows, each applicant will be deemed to have read and understand it.



Mark Taylor; Vice President of Human Resources



Rachel Banning, President

Approved: 4.24.24
Date