

Job Candidate Privacy Notice

Effective October 5, 2026 · On Call Staffing Agency, LLC dba On Call Staffing Solutions

1. Who We Are and Why This Notice Exists

On Call Staffing Agency, LLC, doing business as On Call Staffing Solutions ("On Call," "we," "us"), places healthcare and IT professionals with clients in the United States, Europe, and Africa. Our headquarters is at 5557 Baltimore Ave, Hyattsville, MD 20781.

This Notice explains what personal information we collect when you apply, register, or are recruited for a role, why we collect it, who we share it with, how long we keep it, and the rights you have. It applies to applicants, travel and per diem clinicians, IT consultants, and anyone in our talent pool.

This Notice is written to meet the California Consumer Privacy Act as amended by the CPRA (CCPA), other U.S. state privacy laws, the EU and UK General Data Protection Regulation (GDPR), and the Nigeria Data Protection Act 2023 (NDPA). Where a local law gives you more protection, we follow that law.

Our promises in plain words:

- We never sell your personal information for money.
- We only share your profile with a client facility after you agree to be submitted for that job.
- We collect only what we need to place you safely and legally.
- You can ask to see, fix, or delete your information at any time.

2. What We Collect, How We Use It, Who Receives It

We collect information directly from you, from job boards (such as Indeed), from references you name, and from licensing boards and screening vendors.

Category	Examples	Why we use it	Who may receive it
Contact details	Name, address, phone, email	Open your file, contact you about jobs, send updates	Our staff, our applicant tracking and messaging vendors
Professional profile	Resume, work history, specialty, shifts and locations wanted, pay expectations	Match you to jobs and submit you to clients	Client facilities you approve, our recruiting systems
Licenses and certifications	RN/LPN/RT licenses, BLS/ACLS/PALS, NPI, compact status, IT certifications	Verify you are qualified and in good standing	Client facilities, licensing boards, credential verification vendors
Health and compliance records	Immunizations, TB test, titers, physical, fit test, drug screen results	Meet client, Joint Commission, and state rules for patient safety	Client facilities that require them, occupational health vendors

Background and screening	Criminal history, OIG/SAM exclusion checks, motor vehicle record, education verification	Confirm eligibility for patient-facing or system-access roles	Screening vendor, client facilities (only as the law allows)
References	Opinions from past managers	Assess fit for the role	Our recruiting staff; client if requested
Work authorization and ID	Passport, visa, I-9 documents, Social Security number	Confirm right to work, run payroll and taxes after hire	E-Verify, payroll provider, government agencies
Travel and housing	Itineraries, housing address, emergency contact	Book or reimburse travel, reach you in an emergency	Travel and housing providers
Voluntary EEO data	Race, ethnicity, gender, veteran, disability status	Equal opportunity reporting only; never used to make decisions	Government agencies, in aggregate
Website and device data	IP address, cookies, pages viewed	Run and secure our website, measure job ads	Website host and analytics providers

We may also use any category to meet legal obligations, respond to lawful requests, defend legal claims, prevent fraud, and get advice from lawyers, auditors, and insurers.

3. Sensitive Information, Background Checks, and AI Tools

Sensitive information. We use Social Security numbers, government IDs, health records, and EEO data only for the purposes listed above. We do not use them to infer traits about you, and we do not sell or share them for advertising.

Background checks. We run checks only after a conditional offer or when a client requires it. We give you a written disclosure and get your signed authorization first, as the Fair Credit Reporting Act requires. If a report may lead to an adverse decision, we send you a copy and a summary of your rights, and give you time to respond. We follow fair-chance hiring laws in the cities and states where we hire.

AI and automated tools. We may use software, including AI tools, to sort resumes, match skills to jobs, check credential expiry dates, and draft messages. A trained recruiter reviews every decision to submit, hire, or reject. No hiring decision is made by a machine alone. You may ask for a human review of any step, and we audit these tools for bias where the law requires (for example, New York City Local Law 144).

4. Security, Retention, and International Transfers

Security. We protect your data with encryption, role-based access, multi-factor login, and vendor contracts that require confidentiality. Only staff who need your file can open it. If a breach affects you, we will notify you and regulators within the time the law requires.

How long we keep it.

Record	How long we keep it
--------	---------------------

Applicant file, not hired	3 years from last contact, then deleted (sooner if you ask, unless law requires us to keep it)
Talent pool profile	Until you ask us to remove it, or 3 years of no activity
Background check reports	5 years, stored apart from your main file
Credential and health compliance records (hired)	Length of assignment plus 7 years
I-9 forms	3 years after hire or 1 year after employment ends, whichever is later
Payroll and tax records	7 years

International transfers. Your data may be stored in the United States and accessed by our teams and clients in Europe and Africa. When we move data out of the EU, UK, or Nigeria, we use approved safeguards such as Standard Contractual Clauses, the UK Addendum, or NDPA-compliant transfer terms.

5. Your Rights and How to Use Them

Right	California and other U.S. states	EU / UK (GDPR)	Nigeria (NDPA)
Know and access your data	Yes	Yes	Yes
Correct errors	Yes	Yes	Yes
Delete your data	Yes	Yes	Yes
Opt out of sale or sharing for ads	Yes (we honor Global Privacy Control)	Not applicable	Not applicable
Limit use of sensitive data	Yes	Yes	Yes
Get a portable copy	Yes	Yes	Yes
Object to or restrict processing	Some states	Yes	Yes
Withdraw consent	Yes	Yes	Yes
Complain to a regulator	California Privacy Protection Agency or state attorney general	Your local data protection authority or the UK ICO	Nigeria Data Protection Commission

Legal basis (EU, UK, Nigeria). We process your data to take steps toward a job contract with you, to meet legal duties, for our legitimate interest in recruiting, and with your consent for health and EEO data where required.

How to make a request.

1. Email info@oncallstaffingsolutions.com with the subject "Privacy Request," or call our office.
2. We verify your identity by matching details already in your file.
3. We respond within 45 days in the U.S. (extendable by 45 days with notice), or within one month under GDPR and NDPA.

You may use an authorized agent with your signed permission. We will never treat you differently, deny you a job, or change your pay for using these rights.

6. Contact and Updates

Questions, requests, or need this Notice in another language or format? Contact our Privacy Lead:

On Call Staffing Solutions

5557 Baltimore Ave, Hyattsville, MD 20781

Email: info@oncallstaffingsolutions.com

We review this Notice at least once a year and post the new date at the top when it changes.

On Call Staffing Agency, LLC dba On Call Staffing Solutions · Healthcare & IT Staffing · USA · Europe · Africa