

Privacy Notice on Collection

Introduction

The Department of Human Resources (CalHR) is dedicated to safeguarding your privacy and handling your personal information with the utmost respect and confidentiality. CalHR's Privacy Notice on Collection explains why we gather specific personal information and how it enables us to fulfill our responsibilities as a state department. While providing your information is voluntary, without it, CalHR cannot provide the services or benefits you applied for.

Information We Collect

CalHR only obtains personal information through lawful means. We collect personal information strictly for the specified purpose noted on the application or form, either online or on paper. The personal information collected directly from you is voluntary and is only used to accomplish the specified business purpose the data is meant to be used for. This data may include personal and health/mental information CalHR needs to conduct our official responsibilities in human resources, including but not limited to, examinations, certification, payroll, benefits, statewide recruitment and training. Failure to supply the information results in CalHR's inability to perform its business function. Please do not include information that is not requested.

Personal information, as defined in the Information Practices Act, is information that identifies or describes an individual, including, not limited to: name, social security number, date of birth, physical address, email address, telephone number, education, financial information, medical and/or employment history. Our authority to collect this information is governed by the Information Practices Act of 1977, the legal authority stated on the form collecting the personal information, state laws and other regulations that protect your privacy. Failure to supply the information results in CalHR's inability to perform its business function.

What We Do with Your Information

When we request personal information, we specify what it will be used for and under what legal authority we're requesting it. We will specify the purpose for the request at, or prior to, the time of collection in a privacy notice included on or with the form used to collect personal information. Any information we acquire, including information collected on our websites, depends on the limitations described in the Information Practices Act of 1977 (see Civil Code Section 1798 et seq.).

We will not disclose, make available, or otherwise use your personal information for purposes other than those specified, except with your consent or as authorized by law or regulation. We will not distribute or sell any of your electronically or non-electronically collected personal information to any third party, unless required by law.

Access to Your Personal Information

You have the right to access records containing your personal information maintained by CalHR, to request access to your records, report any inaccuracies, provide comments, or file complaints related to your privacy rights, please contact CalHR's Privacy Officer via:

Mail: Department of Human Resources (or CalHR)
Information Security Office-Privacy Officer
1515 S St. Suite 500N
Sacramento, CA 95811

Phone: (916) 909-2807

Email: Privacy.Officer@CalHR.ca.gov

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Print version

- [Privacy Notice on Collection](#)

Other Information

- CalHR's [Privacy Policy](#)
- For more general information about online privacy and security, please go to the [Department of Justice's Online Privacy webpage](#)