

# California Online Public Schools

## Candidate Privacy Notice

**Effective Date:** 02/12/2026

California Online Public Schools (“CalOPS,” “we,” “our,” or “us”) is committed to protecting the privacy and security of personal information collected during our recruitment and hiring process. This Candidate Privacy Notice explains how we collect, use, disclose, and protect personal information of job applicants and candidates.

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### 1) Scope of This Notice

This notice applies to individuals who apply for employment with CalOPS, including through our online application system and Spark Hire Recruit.

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### 2) Personal Information We Collect

During the recruitment process, we may collect the following categories of information:

#### Identifiers and Contact Information

- Name, address, phone number, email address
- Resume and cover letter information
- Employment history and education

#### Professional and Employment Information

- Job qualifications, certifications, licenses, references
- Interview responses, including video interviews through Spark Hire
- Assessment results and hiring-related communications

#### Sensitive Personal Information (where applicable)

- Background check information (as permitted by law)
- Information required to assess eligibility for employment

- Voluntary self-identification information (e.g., EEO data), where provided

We do not collect personal information unrelated to employment consideration.

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### **3) How We Use Personal Information**

We use candidate information for legitimate business and legal purposes, including:

- Evaluating qualifications and suitability for employment
  - Communicating with candidates about the hiring process
  - Conducting interviews and assessments
  - Complying with legal and regulatory requirements
  - Improving our recruitment processes
  - Maintaining records related to hiring decisions
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### **4) Use of Spark Hire Recruit**

CalOPS uses Spark Hire Recruit as a technical platform to manage applications and interviews. Spark Hire processes candidate data on our behalf and in accordance with our instructions and contractual obligations.

Candidates may view and manage certain information directly within the Spark Hire platform.

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### **5) Disclosure of Personal Information**

We may share candidate information with:

- Internal personnel involved in hiring decisions
- Service providers (such as Spark Hire, background check vendors, and IT providers)
- Government agencies or regulators when required by law

We do not sell candidate personal information.

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## 6) Data Retention

We retain candidate information for as long as necessary to:

- Complete the hiring process
  - Meet legal, regulatory, and recordkeeping requirements
  - Defend against potential legal claims
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## 7) Data Security

CalOPS implements reasonable administrative, technical, and physical safeguards to protect personal information from unauthorized access, use, or disclosure.

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## 8) Updates to This Notice

We may update this notice periodically. Any changes will be posted on our Careers website.

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## 9) Contact Us

If you have questions about this notice or our privacy practices, please contact:

**Human Resources Department**  
California Online Public Schools  
rdreifus@californiaops.org