At **Isenhour Door Products**, we are committed to protecting the privacy of individuals who apply for employment with our company. This Recruiting Privacy Policy outlines how we collect, use, store, and share personal information submitted as part of our recruiting and hiring process. This policy applies to candidates who are residents of Tennessee and others who apply for positions based in our Tennessee operations.

**1. Information We Collect**

We may collect the following types of information during the recruiting process:

* **Contact information**: Name, phone number, email address, and mailing address.
* **Employment and education details**: Work history, resume/CV, references, certifications, licenses, and educational background.
* **Job-related information**: Position(s) applied for, availability, desired compensation, work eligibility, and interview responses.
* **Optional demographic data**: Race, gender, veteran status, and disability status (collected voluntarily for equal opportunity compliance).
* **Background check and screening results** (with your authorization): Criminal history, driving record, pre-employment drug test, or other pre-employment screenings.
* **Technical data** (if applying online): IP address, browser information, and usage data related to our job application platforms.

**2. How We Use Your Information**

Your personal information is used to:

* Evaluate your application and suitability for employment.
* Schedule interviews and communicate with you during the hiring process.
* Verify your qualifications and perform background checks (with your consent).
* Satisfy applicable laws, regulations, and legal obligations.

**3. Disclosure of Information**

We may share your information with the following, strictly for recruitment-related purposes:

* Internal team members involved in hiring decisions
* Third-party service providers who assist with recruitment software, background checks, or assessments
* Government agencies or legal authorities, if required by law or in response to legal proceedings

We do not sell or rent applicant information to third parties.

**4. Tennessee Privacy Considerations**

While Tennessee currently does not have a comprehensive consumer data privacy law, we honor your privacy rights in accordance with applicable federal and state employment laws. We take reasonable measures to protect candidate data, including storing it securely and restricting access to only those involved in the hiring process.

**5. Data Retention**

If you are not hired, we may retain your personal data for a reasonable period to:

* Consider you for future job openings.
* Meet recordkeeping and compliance obligations.

You may request removal of your information from our candidate records at any time (subject to legal limitations).

**6. Data Security**

We use administrative, technical, and physical safeguards to protect your personal information from loss, theft, or misuse. Access to applicant data is limited to authorized personnel.

**7. Your Rights**

You may:

* Request access to your information.
* Correct or update inaccurate data.
* Request deletion of your application materials.
* Withdraw consent for further processing (if applicable).

To make a request, please contact us using the details below.

**8. Contact Us**

For questions or to exercise your privacy rights, please reach out to:

**Isenhour Door Products**

Mailing Address: 2910 Kraft Drive, Nashville, TN 37204

Email: hr@isenhourdoor.com

**9. Policy Updates**

We may revise this policy periodically to reflect changes in our recruitment practices or legal obligations. Updates will be posted on our website with the effective date noted above.