

Dallas Symphony Association, Inc.

Recruiting Privacy Policy

Effective Date: 4.30.2025

Dallas Symphony Association, Inc. (“DSA,” “we,” “us,” or “our”) is committed to protecting the privacy and security of personal information collected from candidates during our recruitment process. This Privacy Policy outlines how we collect, use, share, and safeguard your information when you apply for a position with us.

1. Information We Collect

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

- **Identifying Information** – Full name, date of birth, and nationality.
 - **Contact Information** – Phone number, email address, and mailing address.
 - **Employment and Education History** – Resume/CV, cover letter, job history, education, references, and certifications.
 - **Assessment Data** – Interview notes, test results, and evaluations.
 - **Background Check Information** – Where applicable and permitted by law.
 - **Additional Information** – Any other information you voluntarily provide during the application process.
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2. How We Use Your Information

We use the information you provide for purposes including:

- Evaluating your qualifications and suitability for employment.
 - Managing and progressing through the recruitment process.
 - Conducting interviews and assessments.
 - Communicating with you about your application.
 - Complying with legal and regulatory requirements.
 - Improving our hiring practices and recruitment tools.
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3. Legal Basis for Processing

We process your personal information based on the following legal grounds:

- With your consent.
 - To comply with legal obligations.
 - To pursue our legitimate interest in hiring qualified personnel.
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4. Sharing Your Information

We may share your personal information with:

- DSA employees involved in recruitment and hiring.
- Third-party vendors assisting with recruitment activities (e.g., applicant tracking systems, background check providers).
- Legal or regulatory authorities if required by law.

Your information will never be sold to third parties.

5. Data Retention

We retain candidate data only as long as necessary for the purpose of evaluating applications, maintaining records for legal compliance, or—if you consent—for consideration in future job openings. Normally, one year.

6. Your Rights

Depending on applicable laws, you may have the right to:

- Access the personal data we hold about you.
- Request correction or deletion of your data.
- Object to or limit our processing.
- Withdraw your consent at any time.

To make such a request, please contact us at k.mcguirk@dalsym.com.

7. Data Security

We maintain administrative, technical, and physical safeguards to protect the confidentiality and security of your information.

8. International Transfers

If your personal data is transferred outside your country of residence, we will ensure appropriate safeguards are in place in accordance with applicable privacy laws.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted here, and the effective date will be updated accordingly.

10. Contact Us

If you have any questions about this Recruiting Privacy Policy or how your data is used, please contact us at:

Dallas Symphony Association, Inc.

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