

Notice at Collection of Personal Information
Summer Associates



Keesal, Young & Logan collects personal information from and about you so that we can evaluate your application for employment. We want you to understand the categories of personal information we collect and the purposes for which the information will be used. We do not sell your personal information. For more information, please contact our Executive Director, Marilyn Whitcomb, or refer to our Privacy Policy which is accessible at <https://www.kyl.com/privacy-policy/>.

Categories of Personal Information We Collect	What We Do With It
Identifiers, such as your name, postal and e-mail address, and telephone number(s).	We use this information to identify you and to communicate with you.
Educational information, such as the educational institutions you have attended, your degrees, grades and a writing sample.	We use this information to determine whether to offer you employment and to determine your salary or rate of pay.
Professional and employment-related information, such as your employment history, publications, professional licenses, certifications, references from previous employers, and information from your public social media accounts such as LinkedIn.	We use this information to determine whether to offer you employment and to determine your salary or rate of pay.
Information reported to us following a consumer report, investigative consumer report and/or background check that you authorize.	We use this information to determine whether to entrust you with confidential information and whether to offer you employment.
Visual information, such as photographic images from security cameras in certain locations in our offices and surrounding areas.	We use this information to maintain the security and safety of our premises, property and people, detect fraud or illegal activity, and to prosecute those responsible for that activity.
Voluntary identification of your race/ethnicity, gender, disability status and veteran status (you have the option to choose not to self-identify).	We use this information to comply with government reporting requirements, and to respond to diversity questionnaires from the government and our clients.
Medical information, such as whether you have received a COVID-19 vaccination.	We use this information to maintain a safe work environment and to evaluate the risk that an employee’s presence may pose to others in the workplace as a result of the COVID-19 virus. In the event of a COVID-19 outbreak, we may report this information to the appropriate national, state and local health authorities.