



**J.B. Coxwell Contracting, Inc.**

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J.B. Coxwell Contracting Inc. is committed to protecting the privacy and security of your personal information during the application process. This privacy policy explains how we collect, use, and safeguard your information when you apply for a job with us.

1. We may collect the following types of personal information when you apply for a job with us:
  - a. Contact details, such as your name, address, phone number, email address, and social media
  - b. Employment and education history, including but not limited to your resume and cover letter
  - c. References and background check information
  - d. Any other information you provide for us during the application process
2. We use the personal information collected during the application process for the following purposes:
  - a. To assess your qualifications and suitability for the job
  - b. To contact you regarding your application and to schedule interviews
  - c. To conduct background checks and verify your references
  - d. To communicate with you about the status of your application
3. Disclosure of information We may share your personal information with third parties for the following purposes:
  - a. To conduct background checks and verify your references
  - b. To third-party service providers that assist us with the application process
  - c. To comply with legal requirements or court orders
4. We take appropriate technical and organizational measures to protect your personal information from unauthorized access, disclosure, alteration, and destruction.
5. We will retain your personal information for as long as necessary to fulfill the purposes outlined in this privacy policy or as required by law.
6. By submitting your application to us, you consent to the collection, use, and disclosure of your personal information as described in this privacy policy.
7. J.B. Coxwell Contracting Inc. reserves the right to update this privacy policy from time to time. Any changes will be reflected on our website, and we encourage you to review this policy regularly.

If you have any questions or concerns about our privacy policy or the handling of your personal information during the application process, please contact us at 904-786-1120.