



Cuyahoga DD Career Portal Privacy and Security Notice

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) recognizes the importance of privacy to users of our online Career Portal. This notice discloses to applicants on this system what personal information is being collected on this site and how that personal information may be used.

What We Collect and How We Collect It. Personal information such as your contact information, work and educational history, driver's license number, certification or licensure credential information, is collected when you apply for a vacancy on the Cuyahoga DD Career Portal. *You will never be asked to submit sensitive personal information such as social security numbers, through e-mail.*

Once hired, an applicant will become an employee of this agency and will be asked to submit additional information. Newly hired employees will be provided with more detailed information about what information will need to be collected during the new hire process, and how it will be collected.

The Cuyahoga DD Career Portal also collects information about the computer or device you are using to access the online application portal, the type of internet browser or operating system you are using, the date and time you accessed this site. We collect this information through automated monitoring of our Internet systems and services.

Use of Information. Your personal information is being gathered for the Cuyahoga DD application and recruitment purposes. The information you provide is used to assess your application for the position(s) for which you applied. Online applications are stored on a secure site managed by a contract agency who manages our applicant tracking system. This contract agency is UKG (Ultimate Kronos Group). UKG is our applicant tracking partner. Only authorized Cuyahoga DD employees, authorized UKG personnel, and the Cuyahoga DD hiring authorities have access to the information submitted.

Unauthorized access, use, misuse, or modification of this computer system or of the data contained in it or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law, Ohio law, and Cuyahoga DD policies.

The Cuyahoga DD monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. Anyone using this system expressly consents to such monitoring. Any information collected through this website that indicates a threat of harm to people, property or systems or a violation of a law may be shared with law enforcement and used in connection with a criminal investigation, prosecution or other legal proceedings.

Public Records. Ohio public records law requires public agencies such as Cuyahoga DD to disclose various documents and records to anyone making a public records request. With limited exceptions, this includes requests for employment applications and attachments such as resumes and letters of recommendation. Items we do NOT disclose include but are not limited to Social Security Numbers, email addresses and phone numbers submitted on employment applications, and understand that we will never disclose any information unless otherwise permitted or required by law.

Security Measures. The Cuyahoga DD and our UKG applicant tracking system follow established laws, rules and policies that require the establishment of reasonable precautions to prevent personal information from unauthorized modification, destruction, use, or disclosure. We take seriously the integrity of the information and systems that we maintain. Therefore, both Cuyahoga DD and UKG have security measures in place for all information systems under our control.

Access and Dispute of Information. The Cuyahoga DD provides individuals a right to access their information maintained in this online service. A “right to access” means you have the right, with limits, to inspect, correct, and dispute such information. If you have any questions concerning the privacy policy for Cuyahoga DD career portal, or wish to see a complete account of all information maintained in our online applicant tracking system about you, please send a request to Employment@CuyahogaBdd.org.

Cuyahoga DD HIPAA and Privacy Policy: If you would like to see the full version of the Cuyahoga DD HIPAA and Privacy Policy, please send a request to the above-referenced email.

Updates to the Privacy Statement. This privacy statement was last updated 8/27/2026