

EMPLOYEE PRIVACY POLICY

1. **Purpose.** This Privacy Policy (the "Policy") contains the rules and procedures governing the collection, storage, use and disclosure of individually identifiable information, except for individually identifiable information that is publicly available in its entirety, (the "Personal Information") of any person that is a present, future or former employee of _____ (the "Company").
2. **Applicability.** All terms and conditions as stated in this Policy are applicable to the Company and to all present, future or former employees of the Company (individual an "Employee" and collectively "Employees").
3. **Collection of Personal Information.** Personal Information of Employees is lawfully collected automatically through technology or provided to the Company by the Employees. The Personal Information collected by the Company includes, but is not limited to, the following:
 - An Employee's resume, cover letter, and any other information provided at the beginning of their employment
 - Details regarding the Employee's current employment, including, but not limited to, their job title, location of employment, and Company policies signed by the Employee. Payroll
 - information including, but not limited to, the Employee's W2, 1099, bank account information, salary/wage rate, and bonuses;
 - Assessments, reviews, and awards received by the Employee from the Company;
 - All other information provided voluntarily by an Employee to the Company;
4. **Use of Personal Information.** Personal Information collected about Employees is used only for legitimate business purposes. The specific business purposes for which the Personal Information is collected will be documented by the Company. The Company only processes such Personal Information where permitted or required to do so by law.
5. **Disclosure of Personal Information.** Except as specified below, Personal Information of Employees is only disclosed to individuals and entities who assist in the employment operations of the Company (the "Authorized Third Parties"). Authorized Third Parties includes company insurance providers, payroll maintenance systems, HR processing systems, scheduling programs, and other similar entities or individuals. Personal Information will only be disclosed to Authorized Third Parties if (i) they agree to provide an adequate level of protection for the Personal Information, and (ii) they have a legitimate business reason to receive the Personal Information in question. In certain situations, the Company may be required to disclose Personal Information of Employees to other third parties by law. Such disclosure shall only be made to avoid legal liability, protect the legal rights of the Company, to cooperate with lawful investigations, to adequately respond to requests from a court of law or parties to a suit filed with a court of law, to bring an internal or legal action against an Employee, or pursuant to a sale of the Company or the assets of the Company.
6. **Storage and Security of Personal Information.** The Company stores the Personal Information of an Employee for the Employee's period of active employment, and during the post-employment period for as long as the collected Personal Information still serves its original intended purpose. The Company has established very rigorous policies and procedures to safeguard the Personal Information all of its Employees, and will move swiftly to identify and mitigate any potential exposure or release of such information outside of the company. Such policies and procedures include the use of secured networks and encryption. Although the Company takes reasonable precautions to protect the Employees' Personal Information, data breaches may happen that are outside of the Company's control. In the event such a data breach occurs, the Company will follow all applicable laws to mitigate the harm that may occur from such a breach.
7. **Employee Rights.** An Employee may apply for access to their Personal Information by submitting a request in writing along with adequate proof of identity. The Employee will be provided with a copy of all of their available Personal Information. Upon request, the Employee is also entitled to a summary of how their Personal Information has been used and to whom the Personal Information has been disclosed. The Company may limit or refuse access to Personal Information if (i) statutory or regulatory requirements requires the limitation of such access, or (ii) the requested Personal Information contains the Personal Information of another Employee. If an Employee detects an error in their Personal Information, the Employee may submit a request for correction. Such request should contain all information necessary to identify and correct the error. Upon receipt of such request, the Company will take all steps reasonable to correct the error within a reasonable amount of time.
8. **Duty to Disclose.** If at any time an Employee is exposed to the Personal Information of other Employees, becomes aware of a potential situation where such information could be released outside the Company, or gains knowledge of any external or internal party attempting to obtain such information, they must treat that situation as a serious violation and report it immediately.
9. **Contact.** If an Employee has questions or complaints regarding this Policy, wishes to access or correct their Personal Information, or becomes aware of a violation or breach, they should contact _____, _____ for the Company, via email at _____ or phone at _____.
10. **Amendments and Revisions.** From time to time, the Company may amend or revise this Policy. Employees will be provided with all updated versions of this Policy. Amendments to this Policy will only affect Personal Information collected by the Company on or after the date of the amendment.
11. **Employee Acknowledgment and Consent.** I have fully read and understand this Privacy Policy. I will comply with the terms and conditions set forth above. I also consent to the processing and use of my Personal Information as described

above .

Employee signature

Date

Employee Privacy Policy

Instruction Sheet

What is it?

An Employee Privacy Policy is a document that outlines an employer's policies and procedures regarding the collection of an employee's personal information.

Why would I use it?

The Employee Privacy Policy limits an employer's liability and creates transparency between the employee and employer by informing employees about the types of personal information that will be stored by the employer, how that information will be used, and procedures that must be followed regarding the personal information.

What do I do with this Policy?*

1) Review

- Read through the Policy to make sure all of the information contained within is correct and accurately reflects the Employee Privacy Policy you want to implement.

2) Distribution

- When everything is correct, distribute the Policy to all employees. You can choose to do this via email, hyperlink or physical copy.
- Each employee will need to sign and return the form to the employer.
- If your company runs background checks through consumer reporting agencies, the employee will need to sign this policy before the background check is conducted.

3) Post Distribution

- Employees must alert the employer if they become aware of a situation where the personal information might be released to unauthorized third parties.

*360LegalForms is an online legal form generator designed to aid you in the creation of your documents. Because the law varies over time and between different geographic locations, the information provided by 360LegalForms is designed to be broad and generally applicable; the information provided in this document should not be construed as legal advice. Furthermore, this information is not guaranteed to be accurate, complete, or up to date. Your use of 360LegalForms does not create any attorney-client relationship between you and 360LegalForms, its employees, independent contractors, or representatives. When in doubt about what to do with a form generated by 360LegalForms, how to properly file a document with your state, or any other question that requires the provision of legal advice, consult a legal professional that is licensed to practice in the applicable jurisdiction. You assume all risk for any reliance upon the information provided by 360LegalForms.