

## **PRIVACY POLICY – EMPLOYEE TEXT ALERT PROGRAM**

### **1. Information We Collect**

When you enroll in the Text Program, we may collect:

- Your mobile phone number
- Message delivery data
- Opt-in and opt-out timestamps

We do not collect sensitive personal information through the Text Program.

### **2. How We Use Information**

Collected information is used solely to:

- Send employment-related text notifications
- Manage participation and compliance
- Maintain records required by law or carrier policies

### **3. No Sale or Sharing of Data**

We do not sell, rent, trade, or share mobile numbers or messaging data with third parties for marketing or promotional purposes.

### **4. Service Providers**

We may use third-party SMS service providers to deliver messages. These providers are contractually obligated to protect your information and use it only for message delivery.

### **5. Data Retention**

Mobile numbers and messaging records are retained only as long as:

- You are enrolled in the Text Program, or
- Required for legal or compliance purposes

### **6. Security**

We implement reasonable administrative and technical safeguards to protect information associated with the Text Program.

### **7. Your Choices**

You may opt out of the Text Program at any time by replying STOP. Opting out does not affect other employment communications.

#### 8. Changes to This Policy

This Privacy Policy may be updated periodically. Updates will be posted where the policy is made available.

#### 9. Contact Us

If you have questions about this Privacy Policy or the Text Program, contact:

Amanda Poldek  
815-586-4728