

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