EMPLOYEE PRIVACY POLICY

This Employee Privacy Policy (this "Policy") of _____ (the "Company") takes effect on _____. It explains what personal information the Company collects about employees, how the Company uses, shares, keeps and protects it, and how the Company monitors its systems, devices, accounts and property.

1. PURPOSE AND SCOPE

This Policy applies to every employee of the Company, including supervisors, managers and officers. It also applies to (check all that apply): [ ] job applicants [ ] interns [ ] independent contractors and temporary workers.

2. INFORMATION THE COMPANY COLLECTS

The Company collects only the personal information it needs for employment, including (check all that apply): [ ] contact details and emergency contacts [ ] Social Security number, ID and work authorization documents [ ] pay, tax withholding and bank details [ ] benefits, dependents and beneficiaries [ ] job history, reviews and discipline records [ ] medical information for leave, accommodations or injuries [ ] background check results [ ] biometric data, used for _____.

Medical information is kept in separate confidential files, apart from the personnel file.

3. USE AND SHARING

The Company uses employee information only for purposes connected with employment, such as payroll, benefits, legal duties, managing work, security and emergencies. It shares it with: _____. Service providers receive only what they need and must keep it confidential. The Company may also disclose information when a law, subpoena or court order requires it. (Check all that apply) [ ] The Company does not sell employee personal information. [ ] The Company does not share employee personal information for advertising.

4. ELECTRONIC MONITORING

Employees should not expect privacy in anything they create, send, receive or store on Company systems or devices. The Company may use (check all that apply): [ ] review of email and messages on Company accounts [ ] records of internet use [ ] records of calls on Company phones [ ] video cameras in work areas [ ] GPS on Company vehicles [ ] keystroke or screen activity software [ ] badge, key card and login records.

Monitoring covers Company systems, devices, vehicles and premises only. Only authorized people may review monitoring records. (Check all that apply) [ ] Cameras are never placed in restrooms, locker rooms or other private areas. [ ] The Company does not ask for passwords to employees' personal accounts.

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5. PERSONAL DEVICES

(Check one) [ ] Personal devices may not be used for work without written approval. [ ] Personal devices may be used for work if employees follow the security rules. [ ] Personal devices may be used only for Company email, messaging and calendar. Devices used for work need a screen lock and current updates, and a lost or stolen device must be reported promptly. [ ] The Company may remove Company data from a personal device remotely.

6. RETENTION, SECURITY AND EMPLOYEE REQUESTS

The Company keeps employee records _____, and longer when the law requires it or a claim or investigation is pending. Routine monitoring records are kept for about _____ days. When a retention period ends, records are deleted or destroyed securely.

The Company uses reasonable safeguards to protect employee information and will investigate any breach and notify affected employees as the law requires. Employees may ask in writing to see and correct their personal information; the Company responds within _____ days.

7. CONTACT, STATE NOTICES AND GENERAL TERMS

Questions and requests go to _____, title _____, phone or email _____.

State notes: New York (Civ. Rights Law § 52-c), Delaware (19 Del. C. § 705) and Connecticut (Gen. Stat. § 31-48d) require notice of electronic monitoring; California (Civ. Code § 1798.100) requires a notice at collection from businesses covered by the CCPA; Illinois (740 ILCS 14/15) requires written notice and a signed release before collecting biometric data; New Jersey (N.J.S.A. 34:6B-22) requires written notice of vehicle tracking devices.

This Policy is not a contract of employment and does not limit anyone's right to discuss working conditions or contact a government agency. Where a law gives more privacy protection, the law controls.

8. EMPLOYEE ACKNOWLEDGMENT

I have received and read the Employee Privacy Policy of _____, effective _____, and I agree to follow it. I understand that the Company may monitor its systems and property as the Policy describes, and that I may ask to see and correct my personal information.

SIGNATURES

Employee

Signature: _____ Date: _____

Printed Name: _____

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Company Representative

Signature: _____ Date: _____

Printed Name: _____

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