



Employee Privacy Policy

The policy of The Bridge Family Center is to safeguard personal employee information, including but not limited to Social Security numbers, obtained and used in the course of business from its employees and applicants. Additionally, The Bridge Family Center will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements.

Collection

Social Security numbers and other personal data will be collected from applicants and employees for purposes as required in the course of business.

These purposes include:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state requirements.
- To facilitate enrollment in company benefits plans.

Note: Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification or employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for applicants and employees.

Use

Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the company's business and:

- No Social Security number or portion of a Social Security number will be permitted to be used for the following purposes: identification badges, parking permits, time cards, employee rosters, employee identification records, computer passwords, company account records, licenses, agreements or contracts.
- No Social Security number or portion of a Social Security number will be used in open computer transmissions, company distributions or through the company intranet except where such transmission of information is by secure connection or is encrypted. As examples, reporting of payroll withholding taxes and benefit plan participation require such data; thus, such transmissions of data will be handled through secured computer transmission only.

Storage and Access:

All documents containing Social Security numbers and other personal data shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.

Only persons who have a legitimate business reason will have access to Social Security numbers and other personal data; such access will be granted only with approval from the Executive Director or Director of Finance. Employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

The Bridge Family Center can release certain information to certain individuals without the need for specific access approval. Examples are below:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with supervisors who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to supervisors and other employees in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with supervisors.
- Employee's company anniversary or service recognition information will be distributed to appropriate supervisors periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

Destruction of Numbers

Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding.

State Laws

Where this company policy and operating procedures may conflict with a state law in any state in which the company operates, the state law shall supersede this policy.