

Privacy Policy

My People Person respects your privacy. We have created this privacy policy (“Privacy Policy”) to demonstrate our firm commitment to online privacy. This “Notice of Privacy Policy” discloses the information gathering and dissemination practices for certain of **My People Person’s Web Sites**, which include **My People Person.com** and our password-protected Internet Service Platforms—the **Employee Service CenterSM** (collectively referred to as the “**My People Person Web Sites**”), which are available primarily to us, our clients, our employees and their families. This Privacy Policy does not apply to all of the sites owned or operated by **My People Person** and you should carefully review the Privacy Policy for each site you use. Except as noted above, this Privacy Policy applies to all information that you provide to **My People Person** and that **My People Person** maintains electronically, whether you provide the information through the **My People Person Web Sites** or through other means. Additionally, this Privacy Policy applies to any personal information obtained from your use (and, if applicable, your family’s use) of the **My People Person Web Sites**. This Privacy Policy does not apply to any information that you may provide to third parties; for example, other sites linked to the **My People Person Web Sites**. You should contact such third parties directly to determine their respective privacy policies. As used herein, the terms “My People Person,” “we,” “our” and “its” when referring to **My People Person, Inc.** and its related companies are used only for convenience and are not intended to be an accurate description of ownership, operation or corporate/legal relationships.

What information does **My People Person** collect?

If you are an employee or client of **My People Person**, we collect and maintain a variety of personal information about you and, if applicable, your company and employees. This information may be collected through the **Employee Service CenterSM**, other **My People Person Web Sites** or through paper forms submitted by you. For employees, the information we maintain includes, among other things:

- Your name, phone number and addresses (street and e-mail)
- Age, marital status and occupation
- Information about your job history and employment status
- Information about your salary and benefits, including health benefits, your time off, your retirement plans, your Social Security or Taxpayer Identification numbers
- Your recruiting and training history
- Information about your family members such as their names, addresses and Social Security numbers

We may make some or all of this information available for you or your worksite employer’s use on the **Employee Service CenterSM**. For clients, examples of this information include:

- Your location
- Your number of worksite employees
- The gross payroll of worksite employees assigned to your location
- Your SIC codes
- Information about insurance and other benefit plans

Depending on the use that you make of the **My People Person Web Sites**, we may also collect your Internet Protocol (IP) address (which is the unique address of your computer), information about your interests and preferences, and , if you decide to send us your resume, information included in your resume. From time to time, we may conduct surveys or offer contests or other promotional events, and gather additional personal information from you in connection with those events. **My People Person** may store and analyze log files from user sessions.

What is this information used for?

We use your personal information in the course of your employment or client relationship with **My People Person**. Among other things, we use this information to provide you with the services available on the **Employee Service**

CenterSM. For example, we allow you to edit and update personal information online and allow you to download forms that have been pre-populated with your personal information. We also use your information for other things, which may include but are not limited to the following:

Contacting You

My People Person uses your personally identifiable information to communicate with you in the course of your employment or client relationship. We may also contact you to tell you about products and services provided by **My People Person's** strategic alliances and other third-party organizations. While we must be able to contact you for matters relating to your employment or your client relationship, if you do not wish to receive e-mail communications from **My People Person** regarding strategic alliance offers or other third-party products and services, you may opt out of receiving such communications by following the procedure set forth in such e-mail. **My People Person** will continue to contact you for matters relating to your employment or your client relationship.

Use of IP Address

IP addresses are numbers that are automatically assigned to your computer, and if associated with other individually identifiable information, could be considered personal information. We use your IP address to help diagnose problems with our server and to administer and improve the **My People Person Web Sites**. Your IP address is also used to help identify you and to gather broad demographic information, some of which we aggregate and then share with our strategic alliances or potential strategic alliance companies. We also use your IP address to keep track of the information you have seen on our sites.

Other General Information

If you send us your resume, we use that information to assist you with job placement. **My People Person** may also collect the name of the domain from which you access the Internet (e.g., verizon.net); the date and time you access the **My People Person Web Sites**, the Internet Address of any web site from which you link directly to the **My People Person Web Sites** as well as collecting and storing other information in a user's log file. A user's log file tells **My People Person** where a user comes from when entering the **My People Person Web Sites**, which part of the **My People Person Web Sites** the user visits as well as where the user goes when leaving the **My People Person Web Sites**; and how much time the user spends in the **My People Person Web Sites**. In addition, **My People Person** may collect e-mail addresses and other personal information from persons who are not current employees or clients of **My People Person**.

With whom is this information shared?

My People Person shares personal information as described below:

Other My People Person Companies and Third-Party Contractors

We may share your information among related companies of **My People Person**, even if the related company is not a party to your client service or employment agreement. In addition, we may from time to time transfer our database of employee information to third-party contractors who analyze such information on behalf of **My People Person** for the purpose of, among other things, targeting e-mails to employees regarding strategic alliance offers, or who mail marketing materials to employees regarding strategic alliance offers. Additionally, we may from time to time transfer our database of employee information to a third-party contractor to whom we have outsourced certain of the services that **My People Person** provides to its clients and/or employees. For example, **My People Person** may outsource its employment verification services to a third-party vendor who performs such services on behalf of **My People Person**. Such third-party contractors are contractually bound to hold all such information in confidence and not to share such information with any parties other than **My People Person**.

Your Worksite Employer

If you are an employee, most of your personal information is also available to your individual worksite employer. However, **My People Person** does not provide information regarding your physical and/or mental health to any third-party for any purposes, unless compelled by a governmental or legal authority.

Governmental Authorities, Compliance with Law and Protection of My People Person and Others

We provide information to governmental authorities when required to do so by law (for example, we report information regarding your compensation and withholding to the U.S. Internal Revenue Service and state taxing authorities). **My People Person** will also provide personally identifiable information to third parties if compelled to do so by an appropriately empowered governmental or legal authority, or, as necessary, to protect **My People Person's** rights or the rights of third parties.

Medical Emergencies

If necessary to respond to an apparent medical emergency, **My People Person** may disclose selected employee information.

Strategic Alliances

My People Person has entered into marketing agreements, strategic alliances and other relationships with third-party organizations that may offer or provide products and services to you, sometimes under discounted or preferential terms. We may provide certain information including, but not limited to your address and other contact information to our strategic alliance and other third-party organizations so that they may contact you directly regarding products and services that may be of particular interest to you and/or your company. These strategic alliance and third-party organizations are contractually bound to hold your e-mail address and other contact information in confidence and not to share your information with parties other than **My People Person**. We also sometimes agree to give these third parties (including potential parties to strategic alliances) aggregated, non-personally identifiable information about clients, employees or visitors. Please directly contact any strategic alliances or third parties for instructions on how you may opt out of receiving marketing communications from such strategic alliances or other third-party organizations.

Business Transfers

As **My People Person** continues to develop its businesses, it may sell various aspects of its business. If **My People Person** sells a portion of its business, it will transfer personal information associated with that business as part of such a sale. Also, in the unlikely event that **My People Person** or substantially all of its assets are acquired, personal information regarding employees and clients will be one of the transferred assets.

Security Measures

My People Person makes access to your personally identifiable information subject to certain security measures, including technological controls such as "firewalls," in accordance with industry standards. When the use of the **My People Person Web Sites** involve the transmission of confidential information about you or **My People Person**, we use Secure Socket Layer (SSL) technology to establish a secure connection between your PC and our server. SSL allows the transmission of encrypted information from your PC to our server and back again and is the industry standard for Internet platform security. No data transmission over the Internet can be guaranteed to be 100% secure, so while **My People Person** strives to protect your personal information, we cannot ensure or warrant the security of any information that you transmit to **My People Person**.

Disclaimer of Responsibility for Privacy Policy and Content at Linked Sites

The **My People Person Web Sites** may provide you with links to other Web sites. We are not responsible for those sites and cannot control the use of information that you submit once you reach those sites, nor can we control the content of what is offered on those sites or on links from those sites. You should contact such third-party Web sites directly to determine their privacy policies.

Use of Information From Third Parties

We may use information about you provided to us by third parties (such as credit reporting agencies or strategic alliances) in order to offer you their services and products, to improve our own services or to evaluate your eligibility for our services.

THIS IS NOT A CHILDREN' S WEBSITE

My People Person does not knowingly solicit data from children, and we do not knowingly market to children.

Applicable Only to U.S. Residents

The **My People Person Web Sites** are designed for and intended only for the use of clients located in the United States and employees who are U.S. citizens or are residents of the United States. If you are a client that is located outside of the United States, you are not authorized to access any of the **My People Person Web Sites**.

Changes in These Policies and Practices

My People Person reserves the right to change its privacy policies and practices periodically, without providing individual notice, by updating this Privacy Policy notice. This Privacy Policy was last updated on November 29, 2017. You agree that it is your responsibility to monitor such updates. Your continued use of any of the **My People Person Web Sites** after such revisions have been made or your failure to object in writing to any notice of such change will constitute your full acceptance of such revised Privacy Policy.

California Residents - Your Privacy Rights

California Civil Code Section 1798.83 permits California residents who provide personal information in obtaining products or services for personal, family or household use to request and obtain from us once a year, free of charge, information about the personal information (if any) we disclosed to third parties for their direct marketing purposes in the preceding calendar year. If applicable, this information would include a list of the categories of personal information that was shared and the names and addresses of all third parties with which we shared information in the immediately preceding calendar year. If you are a California resident and would like to make such a request, please submit your request in writing to the address provided at the end of this Privacy Policy. Please be aware that not all information sharing is covered by the Section 1798.83 requirements, and only information on covered sharing for California customers will be included in our response.

If you have any questions about this Privacy Policy, please write to:

My People Person

Martha Reynolds

Attn: WebSupport (Privacy Policy Inquiry)

Email address: Martha@MyPeoplePerson.com

In accordance with California Civil Code § 1786.20 , the representative named above will be able to assist you with additional information regarding our practices or policies in the event of a compromise of your information.