



## **MOODY GARDENS® EMPLOYEE WEBSITE PRIVACY POLICY**

Effective Date: Jan 2026

Moody Gardens® is committed to protecting the privacy and security of our employees' personal information. This Privacy Policy explains how information is collected and used on the Moody Gardens® Employee Website.

### **Information We Collect**

The Moody Gardens® Employee Website may collect limited personal information including name, employee ID, department, email address, login credentials, and information submitted through forms. Technical data such as website usage and IP address may also be collected for internal business purposes.

### **How We Use Information**

Information collected is used to provide employee resources, support HR and training needs, improve website functionality, respond to requests, and maintain website security. Employee information is not sold or used for marketing purposes.

### **Information Sharing**

Information is accessible only to authorized HR, IT, and management staff and is not shared outside the organization unless required by law.

### **Data Security**

Moody Gardens® takes reasonable measures to protect personal information and limits access to authorized users only.

### **Employee Rights**

Employees may request to review or correct personal information by contacting Human Resources.

#### External Links

This website may contain links to external systems that have their own privacy policies.

#### Policy Updates

This policy may be updated periodically and posted on the Employee Website.

#### Contact Information

Human Resources Department

Moody Gardens®

409-683-4273

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#### TERMS OF USE

Effective Date: Jan 2026

The Moody Gardens® Employee Website is intended for authorized employees only and may be used for legitimate business purposes related to employment.

#### Authorized Use

Users must use the website professionally and follow company policies.

#### Confidentiality

Information on this website may be confidential and must be protected.

#### **System Availability**

Moody Gardens® does not guarantee uninterrupted access.

#### **External Links**

External systems operate under their own policies.

#### **Monitoring and Security**

Use of this website may be monitored for compliance.

#### **Changes to Terms**

These terms may be updated as needed.

#### **Contact Information**

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#### **ACCESSIBILITY STATEMENT**

Effective Date: Jan 2026

Moody Gardens® is committed to providing an accessible employee website for all employees including individuals with disabilities.

#### Our Commitment

We strive to improve accessibility and usability following best practices.

#### Accessibility Features

Clear navigation, readable fonts, compatibility with assistive technologies, and alternative text for images when applicable.

#### Ongoing Improvements

Accessibility is an ongoing effort and feedback is encouraged.

#### Need Assistance?

If you experience difficulty accessing content, contact Human Resources.

#### Human Resources Department

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