

# SMS Privacy Policy Template for Employees

## HICKMAN TRANSPORT CO., INC. SMS Privacy Policy

- **Information We Collect:** When you opt in to receive employee text alerts, we collect your **mobile phone number** and, where applicable, your name.
  - **Purpose of Messaging:** We use this information solely to send HICKMAN TRANSPORT CO INC operational updates, including **shift changes, emergency alerts, scheduling reminders**, and other job-related notifications.
  - **Opt-In Process:** You may consent to receiving these messages by [initialing the unchecked box on your SMS CONSENT FORM]. By opting in, you agree to these terms and our general Privacy Policy.
  - **Message Frequency:** The number of messages you receive will vary based on your role and operational needs (e.g., "approx. 4 messages per month").
  - **Data Rates:** Standard **message and data rates may apply** depending on your mobile carrier plan.
  - **Non-Sharing Clause:** We **do not share or sell** your SMS opt-in data or phone number with third parties or affiliates for marketing or promotional purposes.
  - **How to Opt-Out:** You can stop receiving text messages at any time by replying **STOP** to any message. You will receive one final confirmation text acknowledging your request.
  - **Support:** For help, reply **HELP** to any message or contact HR at [hannah@hickmantransport.com](mailto:hannah@hickmantransport.com) or [lakin@hickmantransport.com](mailto:lakin@hickmantransport.com) OR by calling the office at 229-247-4150.
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