



EMPLOYER DATA PRIVACY ADDENDUM

BenefitBridge Workforce Purchasing Program

This Employer Data Privacy Addendum (“Addendum”) is entered into as of _____ and supplements the Master Services Agreement (“MSA”) between:

BenefitBridge, LLC (“Provider”)

and

_____ (“Employer”)

1. Purpose

This Addendum defines the data privacy, handling, and protection responsibilities associated with Employer participation in the BenefitBridge voluntary employee purchasing program and the WorkPerks platform.

2. Data Scope & Categories

BenefitBridge collects only limited employee information necessary to administer purchasing access and order fulfillment.

Data may include:

- Employee name
- Email address
- Shipping address
- Phone number (optional)
- Employer affiliation

Data explicitly NOT collected:

- Social Security numbers
- Payroll data
- Compensation data
- Banking credentials (beyond payment processing)
- Health or insurance information

3. Data Source

Employee data is collected through:

- Voluntary employee registration
- Order submission forms
- Employer-provided eligibility lists (if applicable)

Employers are not required to provide sensitive workforce data.

4. Data Usage

Employee data is used solely for:

- Order processing
- Shipping fulfillment
- Customer service
- Program communications
- Platform functionality

Data is not used for employment decisions or employer reporting beyond aggregate metrics.

5. Data Sharing

BenefitBridge may share limited data with:

- Product vendors
- Fulfillment partners
- Shipping carriers
- Payment processors

Only information necessary to complete transactions is shared.

BenefitBridge does not sell or monetize employee data.

6. Employer Data Visibility

Employers do not receive access to:

- Individual purchase history
- Product selections
- Spending activity

Employers may receive aggregate, anonymized participation metrics only.

7. Data Security Measures

BenefitBridge maintains reasonable safeguards including:

- Secure data storage systems
- Access-restricted administrative controls
- Encryption where applicable
- Vendor data protection requirements

8. Data Retention

Employee data is retained only as long as necessary to:

- Fulfill transactions
- Maintain order records
- Meet legal or tax requirements

Data may be securely deleted upon request where permissible.

9. Compliance

BenefitBridge agrees to comply with applicable data privacy laws, including but not limited to:

- U.S. consumer privacy standards
- State data protection laws
- Commercial data security best practices

10. Breach Notification

In the event of a confirmed data breach involving employee personal information, BenefitBridge will:

- Notify affected Employers within a reasonable timeframe
- Provide incident details
- Outline remediation actions taken

11. Independent Data Controller Status

BenefitBridge acts as an independent data controller for platform operations and is responsible for safeguarding collected data within its systems.

Employer retains responsibility for any workforce data it elects to provide.

12. Term & Applicability

This Addendum remains in effect for the duration of the Employer’s participation in the BenefitBridge program and survives termination where data retention obligations apply.

Signatures

BenefitBridge, LLC

By: _____
Name: Mike Hammett
Title: Founder
Date: _____

Employer

By: _____
Name: _____
Title: _____
Date: _____