

Employee Privacy Policy

Version v1.0

PolicyPress



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Purpose and Scope

PolicyPress is committed to protecting the privacy of its employees, contractors, and applicants. This policy describes what personal information we collect, why we collect it, how it is used, and how it is protected.

This policy applies to all current and former employees, contractors, interns, and job applicants of PolicyPress.

What We Collect

We collect personal information necessary to manage the employment relationship, including:

- **Identity information:** full name, date of birth, government-issued ID numbers
- **Contact information:** home address, personal email, personal phone number
- **Employment information:** job title, department, salary, performance records, timekeeping data
- **Benefits information:** health insurance elections, emergency contacts, dependent information
- **Financial information:** bank account details for payroll, tax forms (W-4, W-9, etc.)
- **IT and access information:** system login records, device usage, email and chat metadata (see [Acceptable Use Policy](#))

We do not collect sensitive categories of personal information (health, race, religion, biometric data) unless required by law or explicitly consented to for a specific purpose (e.g., workplace accommodation requests).

Why We Collect It

We collect and use personal information for the following purposes:

Purpose	Legal Basis
Payroll and benefits administration	Contractual obligation
Tax and regulatory compliance	Legal obligation
Performance management	Legitimate interest
Access provisioning and IT security	Legitimate interest
Emergency contact and incident response	Vital interest
Background checks (where applicable)	Legal obligation / Consent



How We Protect It

Personal information is protected through:

- Access limited to those with a business need (HR, payroll, direct managers as appropriate)
- Storage in systems with appropriate access controls and encryption at rest
- Retention only as long as necessary or required by law (see Retention section below)
- Not sold, rented, or shared with third parties except as required to deliver services (payroll processor, benefits provider, etc.) or comply with law

All third-party service providers with access to employee data are required to maintain equivalent privacy protections under contract.

Retention

Personal information is retained according to the following schedule:

Data Type	Retention Period
Employment records	7 years after separation
Payroll and tax records	7 years
Application/interview records (not hired)	1 year
IT access and system logs	1 year
Performance records	Duration of employment + 3 years

After the applicable retention period, data is securely deleted or anonymized.

Your Rights

Employees and former employees may request:

- **Access:** a copy of the personal information PolicyPress holds about you
- **Correction:** correction of inaccurate or incomplete information
- **Deletion:** deletion of information no longer required for a legitimate purpose
- **Portability:** a machine-readable copy of your data where technically feasible

To exercise any of these rights, contact People Operations. We will respond within 30 days.

Monitoring

PolicyPress may monitor use of company-owned systems and networks as described in the [Acceptable Use Policy](#). Monitoring is limited to what is necessary for security, legal compliance, and business operations. Employees should have no expectation of privacy when using company-owned equipment or networks.

Changes to This Policy

This policy will be reviewed annually. Material changes will be communicated to all employees at least 30 days before taking effect.

Contact

Questions about this policy should be directed to People Operations or the designated privacy contact at PolicyPress.



For questions, contact your People Operations representative.



Version History

Version	Date	Description	Revised By	Approved By
1.0	2026-01-01	Initial policy.	People Operations	CEO