



PJG Employee and Supplier Privacy Notice

Effective Date: [Insert Date]

At PJG, we are committed to protecting the privacy and security of both personal and business data entrusted to us by employees, contractors, suppliers, and other business partners. This Privacy Notice explains how we collect, use, store, and protect personal data related to our employees and suppliers.

By engaging with PJG, whether as an employee or supplier, you agree to the terms outlined in this Privacy Notice.

1. Information We Collect

We collect personal, employment, and business-related data to fulfill our legal, contractual, and operational obligations. The information we collect may include the following:

For Employees:

- **Personal Identification Information:**
 - Full name, address, email address, phone number, date of birth, Social Security Number (SSN), and other personal identifiers.
- **Employment Information:**
 - Job title, department, salary, employment start and end dates, performance reviews, training records, and qualifications.
- **Compliance Data:**
 - I-9 forms (right to work), tax forms (W-2, W-4), background check information, and security clearance records (if applicable).
- **Health and Safety Information:**
 - Medical records, disability status (if applicable), emergency contact details, and health insurance information.
- **Payroll and Benefits Data:**
 - Banking details, payroll records, benefit plan selections, and deductions.



For Suppliers:

- **Business Identification Information:**
 - Company name, address, business registration details, contact information (email, phone number), and any relevant business certifications or licenses.
- **Supplier Contract and Transaction Information:**
 - Details of contracts, service agreements, purchase orders, invoices, payment details, and transaction histories.
- **Compliance and Legal Data:**
 - Tax forms (W-9, 1099), business licenses, insurance certificates, and other compliance documentation.
- **Supplier Performance Data:**
 - Product or service delivery records, evaluations, feedback, and any communications regarding performance or issues.
- **Payment and Billing Data:**
 - Banking details for processing payments and invoicing.

2. How We Use Your Information

The data we collect is used for business, legal, and operational purposes, including:

For Employees:

- **Payroll and Benefits Administration:** To process pay, manage benefits, and comply with tax and social security obligations.
- **Employment and Contract Management:** To administer employment contracts, manage job assignments, handle performance evaluations, and ensure job-related compliance.
- **Legal and Regulatory Compliance:** To comply with labor laws, health and safety regulations, and other legal requirements related to employment.
- **Communication:** To communicate relevant employment information, updates on company policies, work schedules, and organizational changes.



For Suppliers:

- **Contract Fulfillment and Service Delivery:** To manage supplier contracts, process orders, and ensure the timely delivery of goods or services.
- **Payments and Financial Transactions:** To process invoices, payments, and ensure financial transactions are completed.
- **Legal and Regulatory Compliance:** To comply with tax, financial, and other regulatory obligations, including reporting requirements and audits.
- **Supplier Relationship Management:** To monitor and evaluate supplier performance, resolve issues, and maintain a positive working relationship.

3. How We Protect Your Information

PJG takes data security seriously and employs various security measures to protect personal and business data:

- **Encryption:** Sensitive information is encrypted during transmission and storage to protect it from unauthorized access.
- **Access Control:** Access to data is restricted to authorized personnel only. We implement role-based access controls to ensure data is only accessible to those who need it to perform their duties.
- **Data Retention and Disposal:** We retain personal and business data only for as long as necessary to fulfill the purposes outlined in this Privacy Notice. Once data is no longer needed, it is securely deleted or anonymized.
- **Physical Security:** We implement physical security measures to protect data stored in paper records or on physical devices.
- **Regular Security Audits:** We conduct regular security audits and vulnerability assessments to ensure our data protection measures are effective.



4. Sharing Your Information

We may share your personal and business information in the following situations:

- **Service Providers:** We may share data with third-party service providers who assist with payroll processing, benefits administration, IT services, legal or financial support, and other necessary services. These service providers are required to maintain confidentiality and comply with privacy laws.
- **Legal Requirements:** We may disclose data to comply with legal obligations, such as responding to subpoenas, audits, government investigations, or regulatory reporting requirements.
- **Business Transfers:** In the event of a business merger, acquisition, or sale of assets, your data may be transferred to the acquiring entity, provided that it continues to protect the data in a manner consistent with this Privacy Notice.
- **Intra-Company Sharing:** We may share data between different departments or business units within PJG to ensure operational efficiency and fulfill legal, contractual, or regulatory obligations.

5. Your Data Rights

Depending on your jurisdiction, you may have the following rights regarding your personal data:

- **Access:** The right to request access to the personal data we hold about you, including a copy of your data and details on how it is used.
- **Correction:** The right to request the correction of any inaccuracies or omissions in the data we hold about you.
- **Deletion:** The right to request the deletion of your personal data when it is no longer necessary for the purposes it was collected, subject to legal or contractual retention requirements.
- **Restriction of Processing:** The right to request that we limit the use of your data in certain situations, for example, when the data is inaccurate or processing is unlawful.
- **Objection:** The right to object to the processing of your data in certain circumstances, particularly for direct marketing purposes.

If you wish to exercise any of these rights, please contact us using the details below.



6. Data Retention

PJG will retain your personal and business data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Once your data is no longer needed, we will securely delete or anonymize it.

7. Updates to This Privacy Notice

We may update this Privacy Notice from time to time. If there are significant changes to how we handle your personal or business data, we will notify you and provide an updated version of this notice. You are encouraged to review this Privacy Notice periodically to stay informed of any changes.

8. Contact Us

If you have any questions or concerns regarding this Privacy Notice, or if you wish to exercise your data rights, please contact us