



PJG Business-to-Government (B2G) Privacy Notice



At PJG, we are committed to safeguarding the privacy and security of the data entrusted to us by government agencies, employees, contractors, and other governmental bodies with whom we do business. This Business-to-Government (B2G) Privacy Notice explains how we collect, use, store, and protect personal and business information in the context of our governmental relationships.

This Privacy Notice applies to all interactions involving PJG and government entities. By engaging in a B2G relationship with PJG, you agree to the terms outlined in this Privacy Notice.

1. Information We Collect

As part of our business-to-government relationships, we collect various types of data to fulfill our obligations. The types of information we collect may include:

- **Government Contact Information:**
 - Names, job titles, business contact details (e.g., email, phone number) of government employees or contractors.
 - Official government identification numbers (e.g., employee ID numbers) where necessary.
- **Transaction Data:**
 - Details regarding government contracts, purchase orders, service agreements, and procurement documentation.
 - Invoices, payment history, and contract-related communications.
- **Compliance and Legal Data:**
 - Regulatory information required for government contracts, such as certifications, tax forms (W-9, 1099), and compliance documentation.
 - Audit records and data related to the fulfillment of government regulations.
- **Communication Data:**
 - Correspondence, including emails, phone calls, and meeting notes exchanged between PJG and government representatives.
- **Employee and Contractor Data (Where Applicable):**
 - Names, roles, and contact information of any PJG employees or contractors involved in providing services to government entities.
 - Security clearance, background check data, and other vetting information where applicable to the nature of the contract.



2. How We Use Your Information

We use the collected information for several business and legal purposes, including but not limited to:

- **Contract Fulfillment:** To fulfill obligations outlined in government contracts and agreements, deliver products or services, and provide support.
- **Compliance and Regulatory Purposes:** To comply with government regulations, laws, and contractual obligations, including tax reporting, audits, and other compliance-related processes.
- **Operational and Service Communication:** To communicate with government agencies about the progress of contracts, project updates, issues, and other operational matters related to the contract.
- **Payment Processing:** To manage payments, process invoices, and track financial transactions related to government contracts.
- **Security and Vetting:** To ensure that personnel meet the security and compliance standards required by government contracts, including background checks, security clearance verification, and other necessary vetting procedures.

3. How We Protect Your Information

PJG takes the privacy and security of your data seriously. We implement comprehensive measures to safeguard the information we collect:

- **Encryption:** Data transmitted over our systems is encrypted using industry-standard methods to protect sensitive information.
- **Access Control:** We restrict access to business and personal data to authorized personnel only. Access to data is granted based on roles and responsibilities necessary to fulfill contractual obligations.
- **Physical Security:** We implement physical security controls at our facilities to prevent unauthorized access to paper records or physical storage devices containing sensitive data.
- **Audit and Monitoring:** Regular security audits and monitoring processes are conducted to detect any unauthorized access to or misuse of the data.



4. Sharing Your Information

We may share your data in certain circumstances, including:

- **With Service Providers:** We may share your data with trusted third-party vendors or service providers who assist us in fulfilling government contracts. These service providers are bound by confidentiality agreements and are required to comply with applicable privacy laws.
- **For Legal Compliance:** If required by law or regulation, we may disclose your data to governmental authorities or agencies, including in response to subpoenas, audits, investigations, or other legal processes.
- **For Contractual Obligations:** We may share data with other entities as required to complete projects, ensure compliance, or otherwise fulfill our obligations under the relevant government contract.
- **During Business Transfers:** In the event of a merger, acquisition, or sale of business assets, your data may be transferred to the acquiring entity, but we will ensure that such a transfer complies with applicable privacy laws and contractual requirements.

5. Your Data Rights

As a government partner, you have rights regarding the personal data we hold. Depending on applicable laws and regulations, you may have the right to:

- **Access:** Request a copy of the personal data we hold about you or your government entity.
- **Correction:** Request corrections to any inaccurate or incomplete data.
- **Deletion:** Request the deletion of personal data when it is no longer necessary for the purposes for which it was collected, subject to legal or regulatory retention requirements.
- **Objection:** Object to the processing of your data in certain circumstances, particularly where we are processing data based on legitimate interests.

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



6. Data Retention

PJG will retain your data only for as long as necessary to fulfill the purposes outlined in this Privacy Notice and in accordance with the terms of our government contracts. We will also retain data as required for legal or regulatory reasons, such as tax reporting, compliance, or audit purposes. Once the data is no longer required, it will be securely deleted or anonymized.

7. Updates to This Privacy Notice

We may update this Privacy Notice from time to time. If we make significant changes, we will notify you by email or through our website. The updated Privacy Notice will be available on our website, and the "Effective Date" at the top of this notice will reflect the most recent revision.

We encourage you to review this notice regularly to stay informed about how your data is being used and protected.

8. Contact Us

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