Policy|Procedures

L. J. GONZER ASSOCIATES

Employee Privacy Statement

L. J. Gonzer Associates is committed to protecting our employees' personal data. To this end we have evaluated all of our systems, processes and procedures to insure that we are taking every reasonable step to insure that private information is just that…private.

What information do we collect? Since our company is in the business of employing staff for our clients, we collect data related to the employment of that staff. Typically this includes name, address, phone, social security numbers, date of birth and salary information. This information is stored on a secure payroll system which is not connected to or on the same systems as any of our websites or external applications. Only certain individuals in the company even have access to this information.

Why do we collect this information? The primary reason to collect this information is to properly employ our staff and to insure their proper payroll, benefit and tax obligations are met as well as ours, as an employer.

There are some cases where information is collected to meet certain contractual obligations with our client for security or public safety. In these cases where background checks are done or drug testing is required, employee access/badging may be needed, special information may be requested. When this occurs any employee will be notified of what is being collected and for what purposes.

Do we share this information? It is our Policy to not share any personal information with anyone or any organization unless required to meet contractual, federal, state or local labor laws and tax obligations. Additionally, information is collected for use in the implementation and administration of certain employee benefits that are available. Any other information will only be disclosed in order to meet an employee's request for additional benefits, financial/reference information or as required by law.

Employees will always be notified of any use of their information purposes other than those listed above, and no information will be sold or given to any other third party without the employees consent.

L. J. Gonzer Associates reserves the right to change this policy as needed to provide the services in a manner that we feel best enhances our employees employment. Changes will be posted on our website at:

http://www.gonzer.com/wp-content/uploads/Privacy_Policy.pdf