

## **GMS Employee Privacy Policy**

Protecting your private information is our priority. This Statement of Privacy applies to the information gathering, usage and dissemination practices for GMS' onboarding, benefits enrollment, payroll, HR, and other systems associated with the delivery of GMS services to you and your employer. By using the GMS systems and platforms, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

Your personal information is collected and stored for the purposes of providing payroll, benefits, and HR related services to you and your employer.

### **Use of your Personal Information**

GMS collects and uses your personal information to operate its systems and platforms and deliver the services you have requested. GMS may also use your personally identifiable information to inform you of other available products or services.

GMS does not sell, rent or lease its customer lists to third parties except to offer you additional ancillary and health benefits such as provided by FinFit, Kurense, Equifax and others.

GMS will disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on GMS or the site; (b) protect and defend the rights or property of GMS; and, (c) act under exigent circumstances to protect the personal safety of users or the public.

### **Security of your Personal Information**

GMS secures your personal information from unauthorized access, use or disclosure.