

PRESTIGE – NOTICE OF PRIVACY POLICY

GENERAL STATEMENT:

Prestige recognizes its responsibility to maintain the privacy of information supplied to us by our clients and our co-employees. Prestige fully adheres to the federal Privacy Act of 1988. Personal information supplied to us by our clients and our worksite employees is only used for the purposes for which the information is supplied unless otherwise required or authorized by law.

Prestige does not sell, trade or transfer information supplied by our clients and our co-employees to a third party unless that third party has an immediate need to know this information in accordance with the requirements of law. This situation could occur, for example, when Prestige is served with a subpoena from a law enforcement agency.

Even amongst Prestige's own internal employees, Prestige has always considered the protection of information supplied by clients and co-employees to be of the utmost importance. Prestige restricts access to such personal information to only those Prestige corporate employees who have an immediate need to know the information in the performance of their job duties.

SPECIFIC STATEMENT:

Prestige, in its capacity as a co-employer of our worksite employees, accumulates and maintains information which is necessary in order for us to carry out our functions as a co-employer. In this regard, for local, state, and federal tax and benefit purposes, as well as for other employer related reasons, Prestige collects from you information which may include the following:

- your name
- date of birth
- Marital Status
- Occupation
- social security number
- address
- telephone number
- e-mail address
- work history
- educational history
- Employment Status
- bank account numbers for direct deposit purposes
- Salary & Benefits information
- emergency contacts
- beneficiaries/next of kin
- Health Benefits & Retirement plan information

USE OF INFORMATION:

As a co-employer with your worksite employer, Prestige may share the information which we receive from you with your worksite employer who has control over your day-to-day job functions. Prestige will never sell your information to any one. In addition, Prestige has spent thousands of dollars to erect firewalls to protect your personal information from persons who may attempt to gain unauthorized access to this information.

SHARING OF INFORMATION:

Prestige recognizes its obligations to our worksite employees to maintain their personal information confidential in compliance with the requirements of law. Your personal information may be shared as follows:

- **Our Client (Your Worksite Employer)**
The essence of a professional employer relationship is co-employment. Since you are an employee of both Prestige as well as your worksite employer who hired you, Prestige may share information with your worksite employer.
- **Local, State and Federal Governments**
Prestige will provide information to governmental authorities in accordance with the requirements of law. For example, Prestige provides information to taxing authorities on a local, state and federal level.
- **Medical Emergencies**
In situations where Prestige is contacted and informed there is a medical emergency in which you are involved, Prestige may share appropriate medical information with medical responders and health care officials.
- **Benefit Plan Administration**
Prestige may share appropriate information necessary for the administration of applicable benefit plans.
- **Alliance "Partners"**
Prestige is proud of the various strategic alliances which it has entered into with various marketing groups to provide you with products and services. We may share limited information with them, and at times others, in order for them to foster communications with our co-employees.

ACCESS TO YOUR INFORMATION:

All of Prestige's co-employees are granted access to their own personal information via Prestige's secure website. Should you contact a Prestige associate to discuss information specific to your employment, such as wages, taxes, benefits or 401(k) data, you may be required to confirm your identity by verifying personal information including, but not limited to your name, month and date of birth (not year), last four digits of social security number, address and telephone number.

HARD COPY INFORMATION USE AND SHREDDING:

Hard copies of your personal information are maintained at our corporate office and no unauthorized person is granted access to your personal information. All medical information and I-9 related materials are kept secure as required by law. Prestige has contracted with Shred-it, Inc. to shred and recycle all of Prestige's out of date paperwork. All shredding of the documents are completed on site at our offices and are supervised by a Prestige employee. All hard copies of all materials collected from co-employees and former employees will be shredded by Shred-it, Inc. employees under the supervision of Prestige employees.

SECURITY:

While no company can absolutely guarantee that information transmitted to Prestige cannot be intercepted or compromised, Prestige can assure you that it has created security measures, including firewalls, which make the interception or the compromising of confidential information extremely unlikely. Secure Socket Layer (SSL) technology is used by Prestige to establish a secure connection between your PC and our server. SSL technology allows the transmission of encrypted information to and from Prestige.

PRESTIGE EMPLOYEES AND PRIVACY:

All of our internal employees receive training on an on-going basis regarding the absolute necessity of maintaining this information in a confidential manner. Prestige is proud of the policies, procedures and firewalls which we have put into place to protect all of our co-employees.

WITH WHOM YOUR INFORMATION IS SHARED:

Prestige shares personal information as described:

- **Your Worksite Employer.**
If you are an employee, most of your personal information is also available to your individual worksite employer. However, Prestige does not provide information regarding your physical and/or mental health to any third party for any purposes, unless compelled by a governmental or legal authority.
- **Benefit Plan Providers.**
Prestige will also provide personally identifiable information to its third-party benefit providers in conjunction with the administration of its benefit plans.
- **Medical Emergencies.**
If necessary to respond to an apparent medical emergency, Prestige may disclose selected employee information.

- **Governmental Authorities, Compliance with Law.**

We provide information to governmental authorities when required to do so by law (for example, we report information regarding compensation and withholding to the U.S. Internal Revenue Service and state taxing authorities). Prestige will also provide personally identifiable information to third parties if compelled to do so by an appropriately empowered governmental or legal authority, or, as necessary, to protect Prestige's rights or the rights of third parties.

- **Strategic Alliances.**

Prestige has entered into marketing agreements, strategic alliances and other relationships with third-party organizations that may offer or provide products and services to you, sometimes under discounted or preferential terms.

CHANGES IN THIS POLICY:

Nothing contained in this Privacy Policy constitutes a contract between Prestige and any co-employee or work-site employer. Prestige reserves the right to periodically change this Privacy Policy when Prestige deems it necessary, with or without providing advance notice to our co-employees and work-site employers.

CONTACT PRESTIGE:

Should any co-employee have any question with regard to this Privacy Policy, please contact us at:

Prestige Employee Administrators, Inc.
Attn: Legal Department
538 Broadhollow Road
Suite 311
Melville, NY 11747
Phone - 1-516-692-8505
Fax – 1-516-692-8507
Email - info@prestigeemployee.com