

Internal Privacy Notice

Internal document • Version 1.0 • 2026-02-04

1. What We Collect

We collect information required to administer employment, payroll, and security.

2. Access

Access to personal data is limited to authorized roles for legitimate business purposes.

3. Transfers

Data transfers across borders follow contractual and legal safeguards.

4. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.