



**GUARDIAN MY LIFE**

SAFEGUARDING YOUR FUTURE

- ONE POLICY AT A TIME -

## **Independent Contractor Privacy Notice**

Guardian My Life

244 5th Avenue, Suite 2206

New York, NY 10001

Phone Number: 516-430-0675

Email: [Info@GuardianMyLife.com](mailto:Info@GuardianMyLife.com)

Website: [GuardianMyLife.com](http://GuardianMyLife.com)

**Effective Date: January 1<sup>st</sup>, 2024**

### **Introduction**

Guardian My Life ("Company") is committed to protecting the privacy and security of personal information. This Privacy Notice outlines how we collect, use, store, and disclose information about independent contractors ("Contractors") in compliance with applicable laws and regulations.

### **1. Information We Collect**

We may collect the following personal information from Contractors:

- Contact Information: Name, address, phone number, and email address.
- Tax Information: Social Security Number (SSN), Taxpayer Identification Number (TIN), or other tax-related data.
- Banking Information: Bank account details for payment processing.
- Performance Information: Work assignments, completed tasks, and evaluations.
- Other Data: Any additional information you voluntarily provide.

### **2. How We Use Personal Information**

We use personal information for the following purposes:

- Contract Management: To manage the terms and conditions of the independent contractor agreement.
- Payment Processing: To ensure accurate and timely compensation for services rendered.
- Compliance: To meet legal, tax, and regulatory requirements.
- Communications: To contact Contractors about assignments, policies, or administrative matters.

### **3. How We Share Information**

We may share Contractor information under the following circumstances:

- Service Providers: With third-party vendors for payment processing, tax reporting, or compliance purposes.
- Legal Requirements: When required by law or regulation.
- Business Transactions: In connection with a merger, acquisition, or other business restructuring.

#### **4. Data Retention**

We retain Contractor information only as long as necessary for business purposes, legal compliance, or dispute resolution.

#### **5. Security Measures**

Guardian My Life takes reasonable administrative, technical, and physical measures to protect Contractor information from unauthorized access, use, or disclosure.

#### **6. Rights of Contractors**

Contractors may have rights regarding their personal information, including:

- The right to access, update, or correct inaccuracies in their information.
- The right to request deletion of personal information, subject to legal or contractual obligations.

To exercise your rights, please contact us at [Info@GuardianMyLife.com](mailto:Info@GuardianMyLife.com) or 516-430-0675.

#### **7. Changes to This Privacy Notice**

We may update this Privacy Notice periodically. Changes will be communicated to Contractors and reflected in the “Effective Date” above.

#### **Acknowledgment**

By continuing to work with Guardian My Life, you acknowledge that you have read, understood, and agree to the terms of this Privacy Notice.

#### **Contact Us**

If you have questions or concerns about this Privacy Notice, please contact:

Guardian My Life

Email: [Info@GuardianMyLife.com](mailto:Info@GuardianMyLife.com)

Phone: 516-430-0675