

**Privacy: Employee Data Confdentiality Policy**



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| --- | --- |
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**Introduction and Scope**

Wizeline, Inc. and its afliates Wizeline, S. de R.L. de C.V. (Mexico), Wizeline Vietnam Company Limited (Vietnam), Wizeline Singapore Pte. Ltd. (Singapore), Wizeline Inc. Co. Ltd. (Thailand), Wizeline S.L. (Spain), Wizeline S.A.S. (Colombia), and Wizeline PTY LTD (Australia) (collectively, “Wizeline”, “we”, “us”, “our”) take the protection of personally identifable information (“Personal Data”) very seriously. This Privacy Policy (the “Policy”) addresses data subjects who are prospective, current, or former Wizeline employees, whose Personal Data we may receive in the course of their employment by Wizeline.

This Policy does not apply to Personal Data we collect by other means, such as Personal Data that we receive directly through our website(s) or from our customers.

Wizeline’s philosophy is to safeguard personal employee information in its possession to ensure the confdentiality of the information. Wizeline will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal employee information will be considered confdential, and as such will be shared only as required and with those who have a need to have access to such information.

Wizeline recognizes its need to maintain the confdentiality of Personal Data and understands that such information is unique to each individual. The Personal Data covered by this policy may come from various types of individuals performing tasks on behalf of the company and includes employees, applicants, independent contractors, and any PII maintained on its customer base. The scope of this policy is intended to be comprehensive and will include company requirements for the security and protection of such information throughout the company and its approved vendors both on and of work premises.

Departments named in this policy have delegated authority for developing and implementing procedural guidance for ensuring that their departmental responsibilities under this policy are communicated and enforced.



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**Controllership**

We may process your Personal Data on the basis of:

* execute an employment contract with you or take steps at your request prior to entering into an employment contract with you;
* our legitimate interests, such as our interest in providing valuable employment benefts or on-the-job training to you;
* the need to comply with the law; or
* any other ground, as required or permitted by the law.

Where we receive your Personal Data as part of entering into or performing our obligations under an employment contract with you, we require such Personal Data to be able to carry out the contract. Without that necessary Personal Data, we will not be able to meet our contractual obligations as your employer.

The Personal Data covered by this policy may come from various types of individuals performing tasks on behalf of the company and includes employees, applicants, independent contractors, and any Personal Data maintained on its customer base.

**How We Receive Personal Data**

We may receive your Personal Data when:

* you provide it directly to us during recruitment and onboarding processes, or in the course of your employment with us;
* a recruiter provides it to us;
* you provide it in response to a job posting;
* we receive it from other companies within our corporate group;
* our service providers give it to us;



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* we identify you as a prospective hire on a social media platform such as LinkedIn; or
* when a third party refers you to us as a potential job applicant by providing your Personal Data to us.

**Categories of Personal Data**

We may process the following types of Personal Data:

* biographical information, such as frst and last name, date of birth, and national identifcation numbers;
* contact information, such as email address and postal addresses;
* employment information, such as resumes and work history, including the identity of former employers;
* educational information, such as schools attended and degrees attained;
* health information, including information necessary to provide you or your legal dependents with employment benefts; and
* any other information included in your resume or which you provide to us during the recruitment and onboarding processes or during the course of your employment by us, including those cited in the [Appendix A](#page17).

**Purposes of Processing**

We may process your Personal Data for the purposes of:

* considering a job application or request for employment;
* conducting new employee onboarding activities;
* fulflling our contractual and legal obligations as your prospective, current, or former employer, such as employment agreements, payroll processes, immigration support;



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* providing training during your employment by us;
* providing employment benefts, such as health plans, life insurance, food coupons, or others;
* responding to your requests or questions;
* sending you relevant email communications related to your employment with Wizeline;
* conducting public campaigns, e.g. marketing, hiring, utilizing your image;
* sharing your information with clients and potential candidates.

**Data Retention**

When the purposes of processing are satisfed, we will retain your Personal Data for as long as is required by applicable law. See [Appendix A](#page17) for further information.

**Corporate and Personal Data Stored in Wizeline’s Cloud Services**

|  |  |  |
| --- | --- | --- |
| **Documents and Multimedia** | **Corporate Data** | **Personal Data** |
|  | **Retention Timeframe** | **Retention Timeframe** |
| Google Mail | 90 Days | 90 Days |
|  |  |  |
| Google Docs | Permanent | 90 Days |
|  |  |  |
| Google Sheets | Permanent | 90 Days |
| Google Slides | Permanent | 90 Days |
|  |  |  |
| Image Files | Permanent | 90 Days |
| Audio & Video Files | Permanent | 90 Days |
|  |  |  |
| Documents | Permanent | 90 Days |
|  |  |  |
| Zoom Recordings | 90 Days | 90 Days |
|  |  |  |

Note: All Google accounts will have a storage Capacity of 30 Gigabytes. Wizeline does not take responsibility for removal or loss of personal data stored in



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Wizeline’s cloud services. Personal data can or will be accessed upon request from the former employee’s manager.

**Corporate and Personal Data Stored in User Devices**

After an employee termination has been scheduled, all data within the terminated employee’s device will be wiped for equipment repurposing or equipment release (following established guidelines within Wizeline’s Equipment Policy).

Note: if data within the terminated employee’s endpoint needs to be kept, the former employee’s people manager/lead must submit a Helpdesk request within the timeframe of the termination notifcation (If personal data is left in the endpoint’s hard drive, it will be wiped without the ability of restoration.)

**Sharing Personal Data with Third Parties**

We may share Personal Data with our subsidiaries and afliates, as well as with our service providers, who process Personal Data on our behalf, and who agree to use the Personal Data only to assist us in providing our services related to our People Operations or as required by the law. Our service providers may:

* provide application and storage hosting services;
* provide business related software;
* help in recruiting and application tracking activities;
* help us on fulflling our contractual and legal obligations as your prospective, current, or former employer, such as payroll processes, immigration support;
* provide training during your employment;
* provide employment benefts, such as health plans, life insurance, food coupons, or others;
* conduct public campaigns (e.g. marketing, hiring) utilizing your image.



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Some of these third parties may be located outside of the United States. However, before transferring your Personal Data to these third parties, we will require the third party to maintain at least the same level of privacy and security for your Personal Data that we do. We remain liable for the protection of your Personal Data that we transfer to third parties, except to the extent that we are not responsible for the event that leads to any unauthorized or improper processing.

Also, some of these third parties may be located outside of the European Union or the European Economic Area. In some cases, the European Commission may not have determined that the countries’ data protection laws provide a level of protection equivalent to European Union law. We will only transfer your Personal Data to third parties in these countries when there are appropriate safeguards in place. These may include the European-Commission-approved standard contractual data protection clauses.

Third Parties shall be approved by the security team as a recipient of organizational Personal Data. The security team reviews their data protection practices conformance with the requirements of this policy. No Personal Data can be transmitted to any vendor in any method unless the vendor has been pre-certifed for the receipt of such information.

**Other Disclosure of Your Personal Data**

We may disclose your Personal Data to the extent required by the law, or if we have a good-faith belief that we need to disclose it in order to comply with ofcial investigations or legal proceedings (whether initiated by governmental/law enforcement ofcials, or private parties). We may also disclose your Personal Data if we sell or transfer all or some of our company’s business interests, assets, or both, or in connection with a corporate restructuring. Finally, we may disclose your Personal Data to our subsidiaries or afliates, but only if necessary for business purposes, as described in the section above.

We reserve the right to use, transfer, sell, and share aggregated, anonymous data for any legal business purpose. Such data does not include any Personal Data.



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The purposes may include analyzing usage trends or seeking compatible advertisers, sponsors, and customers.

If we have to disclose your Personal Data to governmental/law enforcement ofcials, we may not be able to ensure that those ofcials will maintain the privacy and security of your Personal Data.

**Cookies**

A “cookie” is a small fle stored on your device that contains information about your device. We may use cookies in internal software to provide website functionality, authentication (session management), usage analytics (web analytics), and to remember your settings, and generally improve internal websites, proprietary project management software, and other internal, web-based, employment-related or operations software (the “Internal Software”).

We use session and persistent cookies. Session cookies are deleted when you close your browser. Persistent cookies may remain even after you close your browser, but always have an expiration date. Most of the cookies placed on your device through our Internal Software are frst-party cookies, since they are placed directly by us. Other parties, such as Google, may also set their own (third-party) cookies through our Internal Software. Please refer to the policies of these third parties to learn more about the way in which they collect and process information about you.

If you would prefer not to accept cookies, you can change the setup of your browser to reject all or some cookies. Note, if you reject certain cookies, you may not be able to use all of our Internal Software features. For more information, please visit [https://www.aboutcookies.org/.](https://www.aboutcookies.org/)

**Data Integrity and Security**

We have implemented and will maintain technical, administrative, and physical measures that are reasonably designed to help protect Personal Data from



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unauthorized processing. This includes unauthorized access, disclosure, alteration, or destruction.

**Confdentiality**

All Wizeline employees must maintain the confdentiality of Personal Data as well as company proprietary data to which they may have access, and understand that such Personal Data is to be restricted to only those with a business need to know. Employees with ongoing access to such data will sign acknowledgement reminders annually attesting to their understanding of this company requirement.

**Access and Review**

If we process your Personal Data, you may have the right to request access to (or to update, correct, or delete) such Personal Data. You may also have the right to ask that we limit our processing of such Personal Data, as well as the right to object to our processing of such Personal Data. You may also have the right to data portability.

Access to Personal Data is limited to those with a legitimate business need. Only the following roles will have access to Personal Data:

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Role** | **Role Responsibilities** | **Type of PII this role has access to** |
|  |  |  |  |
| Talent | Recruiter | Processing | Phone, email, address, work history, education |
| Acquisition |  | Applications | history |
| People | Onboarding | Onboarding | Tax ID, Tax form information (such as I-9, W-4), |
| Operations | Specialist |  | SSN or equivalent government ID, phone, |
|  |  |  | email, address, date of birth, marital status, |
|  |  |  | gender, salary |
| People | Payroll Specialist | Payroll | Tax ID, Tax form information (such as I-9, W-4), |
| Operations |  |  | SSN or equivalent government ID, bank |
|  |  |  | account information, address, date of birth, |
|  |  |  | marital status, gender, salary |
| People | Benefts Specialist | Benefts Enrollment | SSN or equivalent government ID, Dependent |
| Operations |  |  | information, phone, email, address, date of |
|  |  |  | birth, marital status, gender, health records, |
|  |  |  | biometric data, salary |
|  |  |  |  |



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|  |  |  |  |
| --- | --- | --- | --- |
| People | Immigration | Immigration support | Passport, visa(s), SSN or equivalent |
| Operations | Specialist |  | government ID, phone, email, address, date of |
|  |  |  | birth, marital status, place of birth |
|  |  |  |  |
| People | PO Business | Focal & Mid-year | Salary |
| Operations | Partner | review |  |
|  |  |  |  |
| Finance | Financial Analyst | Payroll and | Bank account information, salary |
|  |  | Reimbursements |  |
|  |  |  |  |
| Finance | Finance | Budget | Salary |
|  | Director/Manager |  |  |
|  |  |  |  |
| Finance | Procurement | Booking International | Passport information: passport number, |
|  | Specialist | Flights | expiration date, phone number |
|  |  |  |  |
| Business | Business | Forecasting | Name, Salary |
| Operations | Operations |  |  |
|  | Manager |  |  |
|  |  |  |  |
| Facilities | Ofce/Facilities | Catering Service | Dietary Restrictions |
|  | Manager |  |  |
|  |  |  |  |
| IT / Security | IT / Security | Provision service to | Name, online identifers |
|  | Specialist | the employees in the |  |
|  |  | platforms |  |
|  |  |  |  |
| Engineering | Engineer / | Provisioning accesses | Name, online identifers |
|  | Developers | and provide usage to |  |
|  |  | the platforms |  |
|  |  |  |  |



Wizeline maintains multiple IT systems where Personal Data may reside. Thus, user access to such IT systems is the responsibility of each department owner of the application. The IT department has created internal controls for such systems to establish legitimate access for users of data, and access shall be limited to those approved by each owning deparment. Any change in vendor status or the termination of an employee or independent contractor with access will immediately result in the termination of the user’s access to all systems where the Personal Data may reside.

Departments named in this policy have delegated authority for developing and implementing procedural guidance for ensuring that their departmental responsibilities under this policy are communicated and enforced.



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**Data Transmission and Transportation**

**Company Premises Access to Personal Data:** People Operations, Finance, Security, and IT departments have defned responsibilities for on-site access of data that may include access to Personal Data. IT has oversight responsibility for all electronic records and data access capabilities. Finance and People Operations have the operational responsibility for designating initial access and termination of access for individual users within their organizations and for providing timely notice to IT.

**Third Parties:** Where intercompany sharing of data is required with Third Parties, the IT department is responsible for creating and maintaining data encryption and protection standards to safeguard all Personal Data. Approved vendor lists will be maintained by the IT department.

**Portable Storage Devices:** Wizeline reserves the right to restrict Personal Data it maintains in the workplace. In the course of doing business, Personal Data may also be downloaded to laptops or other computing storage devices to facilitate company business. To protect such data, the company will also require that any such devices use IT department-approved encryption and security protection software, while such devices are in use on or of company premises. The IT department has responsibility for maintaining data encryption and data protection standards to safeguard Personal Data that resides on these portable storage devices.

**Of-Site Access to Personal Data:** Wizeline understands that employees may need to access Personal Data while of-site or on business travel, and access to such data shall not be prohibited, subject to the provision that the data to be accessed is minimized to the degree possible to meet business needs and that such data shall reside only on assigned laptops/approved storage devices that have been secured in advance by the IT department.



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**Privacy Training**

All new hires entering the company who may have access to Personal Data are provided with introductory training regarding the provisions of this policy, a copy of this policy, and implementing procedures for the department to which they are assigned. Employees in positions with regular ongoing access to Personal Data or those transferred into such positions are provided with training, reinforcing this policy and procedures for the maintenance of Personal Data. Also, they shall receive annual training regarding the security and protection of Personal Data and company proprietary data.

**Personal Data**

Wizeline conducts audits of Personal Data maintained by the company in conjunction with the fscal-year-closing activities to ensure that this policy remains strictly enforced and to ascertain the necessity for the continued retention of Personal Data. Where the need no longer exists, Personal Data will be destroyed in accordance with protocols for the destruction of such records and logs maintained for the dates of destruction. The audits are conducted by the Finance, IT, Security, and People Operations departments.

**Data Breach Notifcations**

Databases or data sets that include Personal Data may be breached inadvertently or through wrongful intrusion. Upon becoming aware of a data breach, Wizeline will notify all afected individuals whose Personal Data may have been compromised, and the notice will be accompanied by a description of action being taken to reconcile any damage as a result of the data breach. Notices will be provided as expeditiously as possible and in no event be later than the commencement of the payroll period after which the breach was discovered.

Legal counsel will handle breach notifcations to all governmental agencies to whom such notice must be provided in accordance with the timeframes specifed



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under these laws. Notices to afected individuals will be communicated by People Operations after consultation with the Legal counsel and within the time frame specifed under the appropriate law(s).

If an employee becomes aware of a material breach in maintaining the confdentiality of his or her personal information, the employee should report the incident to a representative of the People Operations department. The People Operations department has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances.

In addition, the data breaches must be notifed to the Security Team, so proper actions are taken for the contention and mitigation of the risk or incident.

**Privacy of Children’s Data**

Wizeline does not intentionally collect the Personal Data of children under the age of 13, except as necessary to provide you with employment-related benefts such as Medical Insurance or as required by law.

**U.S. Regulatory Oversight**

Wizeline, Inc. is subject to the investigatory and enforcement powers of the United States Federal Trade Commission.

**European Union Supervisory Authority Oversight**

If you are a data subject whose Personal Data we process, you may also have the right to lodge a complaint with a data protection regulator in one or more of the European Union member states.



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**Changes to this Policy**

If we make any material change to this Policy, we will post the revised Policy to this [web page: BambooHR home page](https://wizeline.bamboohr.com/home). We will also update the “Efective” date.

**EU Data Protection Representative**

VeraSafe has been appointed as Wizeline’s representative in the European Union for data protection matters, pursuant to Article 27 of the General Data Protection Regulation of the European Union. If you are in the European Economic Area, VeraSafe can be contacted in addition to privacy@wizeline.com, only on matters related to the processing of personal data.

To make such an inquiry, please contact VeraSafe using the following contact form: [click here](https://verasafe.com/public-resources/contact-data-protection-representative) or via telephone at: +420 228 881 031.

Alternatively, VeraSafe can be contacted at:

VeraSafe

Plaza de la Solidaridad 12, Floor 5

29006, Malaga

Malaga

Spain

**UK Data Protection Representative**

VeraSafe has been appointed as Wizeline’s representative in the United Kingdom for data protection matters, pursuant to Article 27 of the United

Kingdom General Data Protection Regulation. If you are located within the United Kingdom, VeraSafe can be contacted in addition to or instead of privacy@wizeline.com, only on matters related to the processing of personal data.



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To make such an inquiry, please contact VeraSafe using this contact form: [click](https://verasafe.com/public-resources/contact-data-protection-representative)

[here](https://verasafe.com/public-resources/contact-data-protection-representative) or via telephone at: +44 (20) 4532 2003.

Alternatively, VeraSafe can be contacted at:

VeraSafe United Kingdom Ltd.

37 Albert Embankment

London SE1 7TL

United Kingdom

**Violations to this Policy**

Infractions to this policy or its procedures will result in disciplinary actions under the company’s discipline policy and may include suspension or termination in the case of severe or repeat violations.

**Contact Us**

If you have any questions about this Policy or our processing of your Personal Data, please write to our People Operations Team by email at

[privacy@wizeline.com](mailto:privacy@wizeline.com) or by postal mail at:

Wizeline, Inc.

201 Mission St, Suite 1200,

San Francisco, CA 941051

Attn: People Operations and Security teams.

Please allow up to four weeks for us to reply.



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**Appendix A*. Record Types and Retention Periods***

|  |  |  |  |
| --- | --- | --- | --- |
| **Health and Benefts Records** | **US** | **Mexico** | **Vietnam** |
|  |  |  |  |
| Health and Benefts Benefciary | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Forms |  |  |  |
|  |  |  |  |
| Medical, Dental/Vision Plan | Termination + 3 yrs. | N/A | Termination + 5 yrs |
| Elections |  |  | (Medical only), Dental/ |
|  |  |  | Vision not applicable in |
|  |  |  | VN |
|  |  |  |  |
| FMLA Leave Reports | Termination + 3 yrs. | N/A | N/A |
|  |  |  |  |
| USERRA Leave Records | Permanent | N/A | N/A |
|  |  |  |  |
| Job Related Injuries and | Termination + 5 yrs. | Termination + 5 yrs | Termination + 5yrs |
| Illnesses Records |  |  |  |
|  |  |  |  |
| Reasonable Accommodation | Termination + 3 yrs. | N/A | N/A |
| Records |  |  |  |
| **Pre-Employment/Employment** |  |  |  |
| **Documents\*** |  |  |  |
|  |  |  |  |
| Job Description | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Position Requisition | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| Recruitment Notice/Job Ads | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Employment | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Application/Resume |  |  |  |
|  |  |  |  |
| Interview Evaluation | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Assessment Results | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| Background Check Information | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| References/Verifcations | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| Ofer Letter/Contract | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| Form I-9 | Termination + 3 yrs. | N/A | N/A |
| EEO Data Form | Termination + 3 yrs. | N/A | N/A |
|  |  |  |  |
| Employee Policy | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Acknowledgements |  |  |  |
|  |  |  |  |



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|  |  |  |  |
| --- | --- | --- | --- |
| Confict of Interest Statement | Termination + 3 yrs. |  | Termination + 5 yrs |
|  |  |  |  |
| Intellectual Property | Termination + 5 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Ownership/Nondisclosure |  |  |  |
|  |  |  |  |
| Employee Change Action | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Documents |  |  |  |
|  |  |  |  |
| Disciplinary Records | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| Employee Development | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Records |  |  |  |
|  |  |  |  |
| Position/Pay History Records | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| Employee Performance Reviews | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| International Assignment | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Documents |  |  |  |
|  |  |  |  |
| Relocation Agreement | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| Resignation Letter | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
| Termination Notice | Termination + 3 yrs. | Termination + 5 yrs | Termination + 5 yrs |
|  |  |  |  |
| COBRA Election Notice | Termination + 3 yrs. | N/A | N/A |
|  |  |  |  |
| Separation Agreement | Termination + 5 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
|  |  |  |  |
| Exit Interview Form | Termination + 3 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
| Unemployment Claim Records | Termination + 4 yrs. | N/A | N/A |
|  |  |  | (EE claim this directly with |
|  |  |  | Social Insurance authority) |
|  |  |  |  |
| \* Note: If an applicant is ultimately not hired, the above | |  |  |
| records should be retained for three (3) years ***after*** the | |  |  |
| no-hire decision is made. |  |  |  |
|  |  |  |  |
| **Retirement** |  |  |  |
|  |  |  |  |
| 401(k) Allocation Records | Termination + 4 yrs. | N/A | N/A |
| 401(k) Loan Payment Forms | Termination + 3 yrs. | N/A | N/A |
|  |  |  |  |
| Request for Calculation | Termination + 4 yrs. | N/A | N/A |
|  |  |  |  |
| Retirement Benefciary Form | Termination + 50 yrs. | N/A | N/A |
| **Payroll/Tax** |  |  |  |
|  |  |  |  |
| Paychecks/stubs, W-2s, W-4s | 4 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
| Earnings Register | 4 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
|  |  |  |  |
| Employee Withholding | 4 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
| Expense Reports | 3 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
|  |  |  |  |
| Federal and State Payroll Tax | 4 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
| Forms |  |  |  |
| Federal Forms 1099 | 4 yrs. | N/A | N/A |
|  |  |  |  |



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|  |  |  |  |
| --- | --- | --- | --- |
| Time Sheets/Cards | 4 yrs. | N/A | N/A |
| Other Payroll Records |  |  | Termination + 5 yrs |
|  |  |  |  |
| Direct Deposit Records | Termination + 4 yrs. | N/A | N/A |
|  |  |  |  |
| Garnishment Records | Termination + 4 yrs. | N/A | N/A |
|  |  |  |  |
| Final Payroll Deduction | Termination + 4 yrs. | Termination + 5 yrs. | Termination + 5 yrs |
| Checklist |  |  |  |
|  |  |  |  |
| **People Operations Policies &** |  |  |  |
| **Reports** |  |  |  |
| EEO-1 Reports | Permanent | N/A | N/A |
|  |  |  |  |
| People Operations Policies | While current + 3 yrs. | N/A | N/A |
|  |  |  |  |
| State New-Hire Reports | 3 yrs. | N/A | N/A |
|  |  |  |  |
| Afrmative Action | 5 yrs. | N/A | N/A |
| Plans/Records |  |  |  |
|  |  |  |  |
| Form 5500 | 6 yrs. | N/A | N/A |
|  |  |  |  |
| OSHA 300/300A | Posting date + 5 yrs. | N/A | N/A |
| VETS-4212 Reports | 5 yrs. | N/A | N/A |
|  |  |  |  |



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