

Privacy Policy for Apex Labor Solutions

Objectives

Apex Labor Solutions manages several companies offering a variety of services. We provide non-union construction laborers to assist with general conditions, licensed NYC DOB Site Safety professionals, and full janitorial and cleaning services. To maintain our high quality of services, all of our construction laborers have their OSHA 10 cards at a minimum. In New York City, all of our construction laborers have their 40 Hour SST cards at a minimum.

The purpose of the privacy policy is to ensure that personal data is not shared, leaked or misused. Apex Labor Solutions maintains the confidentiality of data, protects against potential security threats, and ensures that information is not given to unauthorized individuals.

Scope

We collect data that is only relevant, which is personal data. This includes information on how an individual is identified. We collect customers' names, phone numbers, email addresses, identification documents, photos, bank account numbers, etc.

Guidance Principles

Apex Labor Solutions follows the following principles:

Confidentiality

Apex Labor Solutions preserves the privacy of data acquired from others. This data will not be released to others inside or outside the organization, except to those who have a business related need to know the information for the purposes of Apex Labor Solutions.

Collecting personal data

SMS OPT-IN OR PHONE NUMBERS FOR THE PURPOSE OF SMS ARE NOT BEING SHARED

Apex Labor Solutions collects personal information as part of the guidelines to ensure compliancy for the Human Resources department. Data is collected when the person gives their consent.

The personal information that Apex Labor Solutions manages includes:

- Personal information for an individual. Ex: Full names;
- Mailing addresses, email addresses and phone numbers;
- Direct deposit information for payroll;
- Identification and background information provided by a person;
- Any other information which a person may provide to Apex Labor Solutions.

Processing personal data

Where necessary, personal information may be shared with regulatory authorities, courts, government agencies and law enforcement agencies to comply with legal or regulatory requirements. Apex Labor Solutions will use its reasonable efforts to notify the individual involved in advance, unless the company is legally restricted from doing so.

Apex Labor Solutions does not sell or otherwise make personal information commercially available to any third party.

Retention and old data

Data is only held in compliance with appropriate retention periods which are based on various categories of data. Those periods are based on the requirements of applicable data protection laws and the purpose for which the information is collected and used, considering legal and regulatory requirements to retain the information for a minimum period, good practice and Apex Labor Solutions's business purposes. Personal data that are no longer required to be maintained are shredded.

Information Systems

Apex Labor Solutions's information systems, including hardware, software and network components and design, are established and maintained to protect and preserve personal data from unauthorized access, use, disclosure, alteration or destruction consistent with applicable data protection laws.

Passwords and access

Data is maintained by means of a password system or through a secured database with restricted access.

System failures

Apex Labor Solutions regularly maintains programs and controls to help detect, block and counter attacks, or other system failures.

Incident Reporting

If there were an issue with identity theft, hacking, or data leakage, Apex Labor Solutions and, if legally required, the Authority for the Protection of Personal Data and individual shall be informed promptly.

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