



## EMPLOYEE SMS PRIVACY POLICY

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*Effective: 11.07.2025*

### **1. Purpose**

This Privacy Policy explains how Big AL Mowing, LLC (Big AL) collects, uses, and protects personal information when sending or receiving SMS (text) messages with employees. These text messages are used only for legitimate business purposes, including scheduling, work assignments, safety updates, and other employment-related communications.

### **2. Information We Collect**

When you receive SMS messages from Big AL, we may collect the following information:

- Message content and delivery details (date, time, and message status)
- Limited technical information such as delivery confirmations from your carrier

We do **not** collect or transmit sensitive personal information (such as Social Security numbers, financial data, or medical details) through SMS messages.

### **3. How We Use This Information**

SMS messaging is used strictly for Company business, including:

- Communicating job site locations, work schedules, and weather-related delays
- Sending safety reminders or emergency alerts
- Notifying employees of payroll, HR, or administrative updates
- Providing urgent or time-sensitive company information

We will **never** use SMS messaging for personal, non-work-related, or marketing purposes.

### **4. Employee Consent**

By providing your mobile phone number to Big AL, you consent to receive work-related SMS messages.

You may opt out of receiving these messages at any time by replying **STOP** or by notifying your supervisor or the HR Department.

Please note that opting out may limit our ability to share important employment-related information in a timely manner.

### **5. Data Retention**

SMS message records are retained only as long as necessary to fulfill their business purpose or as required by law. When no longer needed, these records will be securely deleted or otherwise protected from unauthorized access.

## **6. Data Security**

Big AL takes reasonable administrative, technical, and physical measures to protect SMS data from unauthorized access, disclosure, or misuse. Access to SMS communications is limited to authorized personnel who require it for legitimate business functions.

## **7. Information Sharing**

Big AL does **not** sell, trade, or disclose employee SMS information to outside parties, except:

- When required by law or a valid legal process
- To third-party service providers who assist in message delivery (under confidentiality agreements)
- In emergency circumstances involving employee health or safety

## **8. Employee Responsibilities**

Employees are responsible for:

- Keeping their mobile contact information current with HR
- Not sharing confidential or sensitive company information via SMS
- Reporting any unauthorized or suspicious messages immediately

## **9. Policy Updates**

Big AL may update this SMS Privacy Policy periodically to reflect legal, operational, or technological changes. Employees will be notified of any material updates through internal communication channels.

## **10. Contact Information**

For questions or concerns about this SMS Privacy Policy or how your information is handled, please contact:

Tammy Roberson by email at [tammy@bigalmowing.com](mailto:tammy@bigalmowing.com) or call 615-647-0639

## **Acknowledgment**

By providing your mobile number and continuing employment with Big AL, you acknowledge that:

- You have read and understand this SMS Privacy Policy;
- You consent to receive employment-related SMS messages; and
- You understand that SMS messages are considered part of official Company