

Handling of Sensitive Information

To protect both employee and customer information, strict policies are in place regarding the transmission of sensitive data, including but not limited to:

- Social Security Numbers (SSNs)
- Banking Information (e.g., direct deposit details, W-2 forms)
- Protected Health Information (PHI) (as defined by HIPAA)
- Other Personally Identifiable Information (PII)

Approval Process for Transmitting Sensitive Data

If there is a business need to send sensitive information via email or another electronic method, employees must obtain approval through the designated chain of command before sending. This process ensures compliance with data security policies and prevents unauthorized disclosures.