



PRIVACY POLICY

The privacy policy may be subject to change or alteration without notice from time to time, in which case this policy remains in force until it is replaced or superseded by a newer version. In most instances, changes will be minor and posted on this page. More significant changes may be posted as a notice elsewhere, or sent to you via email.



Integrity Athletics is contracted with APlus (www.apluspaysroll.com/) to manage our human resource operations which includes but is not limited to; applications, onboarding, HR Management, payroll and the collection of data / personal information.



APlus Payroll is a human resources management company designed to efficiently operate and manage businesses HR needs.



*All Integrity Athletics Employee's & applicants will have their own profile through the APlus website. This website uses the software **UKG Inc** (www.ukg.com). to gather information on clients, their employees, and applicants. APlus and Integrity Athletics are secured under UKG's privacy notice which can be found in this document.*

Integrity Athletics requires additional forms to be completed upon hiring which include but not limited to:

- **Required Government Forms (Ohio)**
- **Employee Handbook**
- **Employee Guidelines**
- **Explanation of Benefits**
- **Full-Time and Salaried Hours Policy**

All forms are located in employee's APlus profiles

PRIVACY POLICY

Protecting Your Personal Information

UKG Inc. and its respective affiliates (collectively, “UKG”, “we” and/or “us”) are committed to protecting the privacy of the individuals (“visitors” and/or “you”) who visit our website and subpages located at <https://www.ukg.com/> (the “Site”).

SCOPE

This Website Privacy Notice (“Website Notice”) describes UKG’s privacy practices in connection with your use of the Site. We provide information about the choices you have regarding the collection or use of your personal information or personal information, including similar terms as defined by various jurisdictions, and the rights provided to you, including the ability to access or update your personal information. This Website Notice does not cover UKG’s privacy practices for:

UKG products and services, accessible via the Site or otherwise, and whether used by UKG’s customers, partners or end users; or

UKG employees, contractors or job applicants.¹

Biometric data and UKG’s timekeeping devices. For information, please see the UKG Device Finger and Face Scan Data Statement.

Children and/or Minors. Our Site is neither designed nor intended for any visitors under 18 years of age. If you have any reason to believe that a visitor to our Site is under 18 years old, please contact us at Privacy@ukg.com and we will endeavor to delete the information from our databases.

Please refer to our ESG Program – Privacy and Data Protection page to learn more about UKG's commitment to privacy.

¹This website Privacy Notice does not apply to eVAULT, which has its own Privacy Notice.

What is Personal Information?

The Website Notice applies to personal information collected from visitors to the Site. For purposes of this Website Notice, personal information means information collected by UKG relating to an identified or identifiable natural person.

Links to Non-UKG Websites

For your convenience, the Site may contain links to third-party websites and/or information. When you access those links, you leave UKG's Site and are redirected to a third-party website. UKG does not control third-party websites, thus the privacy practices of third parties might differ from UKG's privacy practices. We do not endorse or make any representations about third-party websites. When you share personal information with third-party websites, the third-party processing is not covered by this Website Notice. We encourage you to review the privacy policy of any website or company before sharing personal information.

HOW UKG COLLECTS YOUR PERSONAL INFORMATION

Sources of Personal information and Personal Information we Collect:

UKG collects personal information from several different sources, including:

Directly from a website visitor including job applicants;
From service providers or other third parties; and
Automatically from a website visitor's visit or activity on our Site.

Please review each of the sections below to learn more about how UKG collects personal information, and what personal information is collected.

Directly From Website Visitors Including Job Applicants

How We Collect Personal Information

UKG collects personal information when you visit our Site and when you choose to provide personal information. For example, we collect information when you contact us via our Site, provide your email, phone number or other similar contact information, such as the information that you provide when you sign up for a webinar. Job candidates who complete an application for employment with UKG or create a profile on this website may also provide credentials and other information relevant to the job application.

What We Collect

The personal information collected from a visitor to our Site may include:

Name;
Company;
Job Title;
Address;
Phone Number; and
Email Address.

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What We Collect Cont.

The personal information collected from an applicant or employee of UKG includes, but is not limited to:

Personal Identifiers (Name, Address, Age, Date of Birth, Social Security Number);
Professional or Employment-related Information (Employment Record, Salary);
Education Information; and
Personal/Professional Contact Information.

Information Provided by Third Parties or Publicly Available Sources

We may receive information about you from other sources and combine that information with the information we collect directly. Examples of information we may receive from other sources include: purchased business contact information and from publicly accessible websites, such as your company's website, professional network services, or press releases. Business contact information may include:

First name
Last name
Business email
Telephone number
Company name
Job level
Functional role
Business street address
Online identifier
Employment history

We use this data for our internal customer analytics, to identify prospective customer marketing opportunities, and to improve the relevance of our Site content and our advertising.

How We Collect Personal Information

We may collect or receive personal information from third parties including from our affiliates, marketing companies, job posting websites and recruiting firms. This data may be licensed by third parties or available publicly.

What We Collect

The categories of personal information collected from third parties include the categories indicated below.

What We Collect Cont.

Website Information

As a visitor, you may be asked or choose to provide us with your personal information on some areas of our Site, such as:

First name
Last name
Business email
Telephone number
Company name
Job level
Functional role
Street address

Some areas of the Website, including UKG Community, require you to create a user account. As part of your user account, you may choose to provide us with additional information, such as:

A photo
Social media profiles
Areas of expertise

UKG Events Information

If you register to attend a UKG-sponsored Event, we may require certain data, including:

First name
Last name
Business email
Telephone number
Company name
Emergency contact (in some instances)
Dietary preferences (in some instances)
Health and safety information (in some instances)
Billing information (such as billing name, billing address, and credit card number)

Customer Account Management Information

We collect business contact information for account management purposes related to the use of UKG software-as-a-service applications or professional services.

Analytics Information

Our Site may record information concerning how often you use the application, the events that occur within the application, aggregated usage, performance data, your IP address. We do not link the information we store within the analytics software to any personal information you submit within the Site.

If you use certain systems provided by UKG, we will collect data from you to enable multi-factor authentication, such as mobile number, email address, or unique verification identifier.

Cookies and Other Similar Technologies

Like many websites, UKG uses cookies and similar tracking technologies (including for analytics, functionality, advertising, and other purposes). For more information about the technologies, we use and how you can control these technologies, please see our Cookie Notice.

Other Information

If UKG collects any other personal information from you, we will explain which personal information is collected and the purpose for its collection.

Information Collected Directly from Social Media Features

How We Collect Personal Information

Our Site may include social media features, such as video links and other functionality to demonstrate your interest in our Site and other materials and may set a cookie to enable such functionality. This functionality may be hosted by a third party or hosted directly on our Site. When provided or hosted by a third party, your use and interactions with these features is at your discretion and is governed by the privacy policy of the companies providing them.

What We Collect

These features may collect your personal information such as your IP address and which page in our Site you are visiting.

HOW UKG USES PERSONAL INFORMATION

Why We Use Your Personal Information:

- Our purposes of processing personal information include:
- To fulfill the purpose(s) for which the information was collected or provided, including to communicate with you and respond to your inquiries and requests;
- To improve our Site, products and services, through testing, research, analysis and product development;
- To market, advertise, and promote our products and services, such as to make suggestions and recommendations to you about products or services that may be of interest to you;
- To provide support and information about our product and services via virtual assistant, also known as chatbot, available 24/7 on our Sites;
- To provide training related to the products and services, such as making available training materials or events (whether in-person or online) for which we may use your personal information to provide notices and information regarding such training and events;
- To review and verify information from job applicants;
- For security, audit, internal investigation, and fraud prevention purposes, such as to prevent unauthorized access or disclosure, to maintain data accuracy, to protect the confidentiality, integrity, and availability of your personal information; to allow only the appropriate use of your personal information; to identify any fraudulent, harmful, unauthorized, unethical or illegal activity;
- To manage litigation, such as in connection with establishing, exercising, or defending our legal rights where it is necessary for our legitimate interests or the legitimate interests of others;

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- To improve the content and format of our Site by using cookies and other similar technologies, such as to measure the preferences of our Site visitors, analyze trends, administer the Site, analyze use of the Site, and to gather demographic information about visitors to the Site;
- To allow us to better understand the functionality of our mobile applications, though we do not link the usage information we collect through the mobile applications to any personal information you submit within the mobile application;
- For other purposes for you have provided consent;
- To aggregate or deidentify your personal information so that the information can no longer be linked to you or your device and use and share such data for any business purpose in accordance with applicable law; and
- To comply with all applicable legal obligations, such as to comply with subpoenas and other court orders to process data where we have determined there is a legal requirement to do so.

WHEN UKG SHARES YOUR PERSONAL INFORMATION

Please note, UKG does not sell personal information to third parties. The term “sell” as defined by applicable laws, means disclosure of personal information to third parties for monetary or other valuable consideration.

Please review each of the sections below to learn more about how we may share your personal information.

Affiliates and Subsidiaries:

We may share your personal information with our Affiliates & Subsidiaries in order to facilitate delivery of a product or service or complete a task that you requested.

Third Parties (Vendors/Service Providers):

We may engage with third parties (vendors and/or service providers) to facilitate delivery of a product or service (or perform certain functions such as enhancing and/or delivering our product and service offerings); complete a task that you requested; provide training; conduct marketing and advertising; operate, secure, and optimize the Site; and coordinate and work with our partners.

We have contracts with such third parties to perform certain functions on our behalf, and only at our direction. These third parties are bound by agreements that contain confidentiality and other data protection terms designed to ensure the third parties only use your personal information to the extent necessary to provide these contracted services in accordance with our instructions (and for the purposes we disclose).

UKG may use support for marketing purposes, such as managing email campaigns. In such circumstances, UKG is the data controller, and a virtual assistant (chatbot) acts as a processor. Data Protection Agreements are in place to ensure the privacy and use of your data are in accordance with this Notice.

Additional Disclosures

We may disclose your personal information as necessary to:

- To provide customer service or technical support regarding training or webinars for which you register or attend;
- For our administration, and business operation purposes and to keep a record of your relationship with us;
- Comply with the law or with legal obligations, such as with law enforcement officials, government authorities or other third parties in response to a lawful request for information by a competent authority, if we believe disclosure is in accordance with, or is otherwise required by, any applicable law, regulation, or legal process, including to meet national security or law enforcement requirements;

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Additional Disclosures Cont

- *To manage litigation and conduct internal audits and investigations, such as to protect and defend our rights and property, investigate fraudulent or illegal activity, and conduct internal financial, security, or other audits;*
 - *Protect against misuse or unauthorized use of our Site, products, and services;*
 - *Protect the personal safety or property of our users or the public (among other things, this means that if you provide false information or attempt to use another's identity, information about you may be disclosed as part of any investigation into your actions)*
 - *In connection with, or during the negotiation of, any merger, sale of company assets, consolidation or restructuring, financing or acquisition of all or a portion of our business by or to another company, including the transfer of contact information and data of customers, partners, and end users;*
 - *In an aggregated and de-identified or anonymized form; and*
- When we have your consent to share the information.*

Other than as stated in this Website Notice, we will endeavor not to release your personal information to unknown or unaffiliated third parties, and we will not cross-reference your personal information with that of any other customer or entity.

TRANSFERRING PERSONAL INFORMATION

International Transfers

UKG agrees it will use the Standard Contractual Clauses ("SCCs") or the UK International Data Transfer Agreement for UKG transfers to third-party subprocessors subject to cross border mechanisms for transfers between UKG entities.

This practice complies with European requirements for transfers or processing of personal information by UKG outside the EEA, Switzerland, and the UK or in a jurisdiction other than the EEA, Switzerland, UK or other European Commission-approved countries providing 'adequate' data protection.

To learn more about how UKG complies with the Schrems II caselaw, please refer to UKG's Transfer Risk and Impact Statement.

Privacy Shield

UKG, including its affiliates Kronos Incorporated, Kronos SaaS Inc., PeopleDoc SAS ("Other Covered Entities"), complies with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework (Privacy Shield) as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union, the United Kingdom and/or Switzerland, as applicable. UKG has certified to the Department of Commerce that it adheres to the Privacy Shield Principles with respect to such information. To learn more about the Privacy Shield program, and to view our certification, please visit the Privacy Shield website.

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Privacy Shield Cont.

UKG is responsible for the processing of Personal Information we receive, defined as any operation or set of operations which is performed upon Personal Information, whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction, it receives, under the applicable Privacy Shield Framework, and, on occasion, subsequently transfers to a third party acting as an agent on its behalf. UKG complies with the Privacy Shield Principles for all onward transfers of PI from the European Union, the United Kingdom and/or Switzerland, including the onward transfer liability provisions.

With respect to Personal Information received or transferred pursuant to the Privacy Shield Frameworks, UKG is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, UKG may be required to disclose Personal Information in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact our U.S.-based third-party dispute resolution provider (free of charge) at <https://feedback-form.truste.com/watch-dog/request>.

Under certain conditions, more fully described on the Privacy Shield website, you may invoke binding arbitration when other dispute resolution procedures have been exhausted.

APEC

UKG's privacy practices, described in this Website Notice, comply with the APEC Cross Border Privacy Rules System (CBPR). The APEC CBPR system provides a framework for organizations to ensure the protection of Personal Information transferred among participating APEC economies. More information about the APEC framework can be found [here](#).

RETAINING PERSONAL INFORMATION

UKG will only retain personal information for the length of time necessary to fulfill the purpose(s) for which the information was collected or as required or permitted by applicable laws, (including the resolution of disputes) and in accordance with our customer contracts.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of the personal information, the purposes for which we process your personal information, and whether we can achieve those purposes through other means, and the applicable legal requirements.

When we no longer require your personal information, we will either delete or deidentify it or, if this is not possible, we will securely store it in accordance with this Website Notice and cease use of the personal information until deletion is possible. If we deidentify your personal information (so that it is no longer associated with you), we may retain this information for longer periods.

DATA SUBJECT RIGHTS

In accordance with applicable law and depending on your location, you may be entitled to exercise some or all the following rights regarding our collection, use, and sharing of your personal information:

- Access the personal information we maintain about you;
- Update or correct any inaccurate or incomplete personal information about you;
- Request that we delete your personal information;
- Object to or restrict the processing of your personal information;
- Receive the personal information you have previously provided to UKG, in a machine-readable format, allowing you to transfer that personal information to another company at your discretion;
- Not be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you; and
- File a complaint directly with your governmental representative (such as your Supervisory Authority) about how we process your personal information. •

Dispute resolution

Exercising Your Rights

To protect your privacy and security, we take reasonable steps to verify your identity before granting access to your personal information. Please follow the instructions below based on your relationship with UKG and provide the requested information to allow us to adequately address your request. We will respond to your request within a reasonable timeframe and as otherwise required by applicable law in your location.

If you are not a California resident and would like to request access to your personal information or request erasure (right to be forgotten) of personal information previously provided, please contact privacy@ukg.com.

CALIFORNIA RESIDENTS – CALIFORNIA PRIVACY NOTICE

For California residents, The California Consumer Privacy Act (“CCPA”) provides certain privacy-related rights. If you are a California resident, please click [here](#) to learn more about UKG’s privacy practices under the CCPA.

Do Not Track

Some internet browsers may be configured to send “Do Not Track” signals to the websites that you visit. We currently do not respond to “Do Not Track” or similar signals. To find out more about “Do Not Track,” please click [here](#).

Choosing Not to Share Your Personal Information

You may choose not to provide personal information. If you choose not to provide personal information (or ask us to delete it), we may not be able to provide you with our Site, the Site functionality may be limited, or we may not be able to otherwise fulfill requests you submit to us. We will tell you what information you must provide for us to fulfill your request by designating it as required at the time of collection or through other appropriate means.

Denial of Requests

UKG may deny a request submitted in accordance with the above as permitted by applicable law in your location. UKG will endeavor to notify you regarding any decision and reason(s) for denial in a timely manner and otherwise in accordance with applicable law in your location.

Dispute Resolution

In accordance with this Website Notice, UKG will investigate and attempt to resolve complaints and disputes regarding the use and disclosure of your personal information. Additionally, UKG will cooperate with governmental authorities upon request.

Any privacy-related dispute or concern that is still unable to be resolved to your satisfaction shall be handled in accordance with applicable dispute resolution procedures, free of charge, through our U.S.-based third-party dispute resolution provider TRUSTe.

We strongly encourage you to contact us directly with any complaints you may have with regard to this Website Notice or our privacy practices prior to proceeding to the arbitration procedure described above.

SECURITY

UKG utilizes physical, technical, and administrative controls and procedures designed to safeguard the information we collect, prevent unauthorized access or disclosure, to maintain data accuracy of your personal information, and to restrict the processing of your personal information as set forth in this Website Notice.

We utilize a variety of physical and logical access controls, firewalls, intrusion detection and prevention systems, network and database monitoring, anti-virus, and backup systems. We use encrypted sessions when collecting or transferring sensitive data through our Site.

We limit access to your personal information and data to those persons who have a specific business purpose for maintaining and processing such information. Our employees who have been granted access to your personal information are made aware of their responsibilities to protect the confidentiality, integrity, and availability of that information and have been provided training and instruction on how to do so.

For additional information regarding UKG's commitment to cybersecurity, please refer to UKG's ESG – Cybersecurity page.

ENFORCEMENT AND VERIFICATION

UKG will periodically assess its operations to validate compliance with this Website Notice.

We will take reasonable steps to prevent or address any unauthorized use or disclosure of your personal information in a manner contrary to this Website Notice. We hold our employees and third parties accountable for maintain the trust that you place in UKG.

CHANGES TO THIS PRIVACY NOTICE

This Website Notice is effective October 1, 2022. UKG reserves the right to modify or amend this Website Notice at any time consistent with applicable laws. We encourage you to periodically review this page for the latest information on our privacy practices.

CONTACT INFORMATION

At any time, you may contact UKG with questions or concerns about this Website Notice at privacy@ukg.com.

Written responses may also be submitted to:

UKG Inc.
Attention: VP Deputy General Counsel
900 Chelmsford St.
Lowell, MA 01851