



INNOVATIVE
STAFFING
INCORPORATED

Privacy Policy

This Privacy Policy discloses the privacy practices for Innovative Staffing, Inc.(ISI) as it relates to this website ISI.com, any other of its web sites, and various related services (together referred to as "ISI's Web sites"). ISI, the provider of the site (referred to as "us " or "we"), is committed to protecting your privacy online. Please read the information below to learn about the gathering, use and dissemination of information by ISI.





Introduction

ISI reserves the right to change its privacy policies and practices periodically, without providing individual notice, by updating this Privacy Policy notice. This Privacy Policy was last updated on June 27, 2007. You agree that it is your responsibility to monitor such updates and that your continued use of ISI's Web sites after such revisions have been made constitutes your full acceptance of such revised terms and conditions.

This Privacy Policy applies to all information that you provide to ISI and that ISI maintains electronically, whether you provide the information through ISI's Web sites or through other means. Additionally, this Privacy Policy applies to any personal information obtained from your use (and, if applicable, your family's use) of ISI's Web sites. This Privacy Policy does not apply to any information that you may provide to third parties; for example, other sites linked to ISI's Web sites. You should contact such third parties directly to determine their respective privacy policies.

Information Collected

ISI collects and maintains a variety of personal information about its employees and client companies. This information may be collected through ISI's Web sites or through paper forms submitted. If you are an employee, the information we maintain includes information needed to process payroll, apply for and maintain benefits, and employment records. This includes among other things:

- Your name, your phone number and address (street and e-mail).
- Age, marital status and occupation
- Information about your wage and benefits, including health benefits, your time off, your retirement plans, your social security or taxpayer identification number.
- Your training history
- Information about your family members such as their names, addresses and social security numbers.

Use of Information Collected

We will primarily use your Personally Identifiable Information to provide our services to you. Among other things, we use this information to provide payroll and allow you to sign up for and make changes to your payroll elections and benefits. We also use your information for other employment related requirements or activities which may include contacting you. ISI uses your personally identifiable information to communicate with you in the course of your employment or client relationship. We may also contact you to tell you about products and services provided by ISI vendors, strategic alliances and other third-party organizations we feel would be appropriate.

Use of Cookies

When you use our site we will store cookies on your computer in order to facilitate and customize your use of our site. A cookie is a small data text file, which a Web site stores on your computer's hard drive (if your Web browser permits) that can later be retrieved to identify you to us. The cookies make your use of the site easier, make the site run more smoothly and help us to maintain a secure site. You are always free to decline our cookies if your browser permits, but some parts of our site may not work properly in that case. ISI does not use cookies either to collect individually identifiable information or to collect non-individually identifiable information using a cookie that is combined with a personal identifier.





Sharing of Information

ISI shares personal information only as described below:

Other ISI Companies and Third-Party Contractors

We may share your information among related companies of ISI. In addition, we may from time to time transfer our database of employee information to third-party contractors who analyze such information on behalf of ISI for the purpose of, among other things, targeting e-mails to employees regarding strategic alliance offers, or who mail marketing materials to employees regarding strategic alliance offers. Additionally, we may from time to time transfer our database of employee information to a third-party contractor who provides employment verification services on behalf of ISI. Such third-party contractors are contractually bound to hold all such information in confidence and do not share such information with any parties other than ISI.

Your Worksite Employer

If you are an employee, most of your personal information is also available to your individual worksite employer. However, ISI does not provide information regarding your physical and/or mental health to any third party for any purposes, unless compelled by law or by a governmental or legal authority.

Governmental Authorities, Compliance with Law and Protection of ISI and Others

We provide information to governmental authorities when required to do so by law (for example, we report information regarding your compensation and withholding to the U.S. Internal Revenue Service and state taxing authorities). ISI will also provide personally identifiable information to third parties if compelled to do so by an appropriately empowered governmental or legal authority, or, as necessary, to protect ISI rights or the rights of third parties.

Benefit Plan Providers

ISI provides personally identifiable information to its third-party benefit providers in conjunction with the administration of its benefit plans.

Medical Emergencies

If necessary to respond to an apparent medical emergency, ISI may disclose selected employee information.

Strategic Alliances

ISI may enter into marketing agreements, strategic alliances and other relationships with third-party organizations that may offer or provide products and services to you, sometimes under discounted or preferential terms. We sometimes agree to give these third parties (including potential parties to strategic alliances) aggregated, non-personally identifiable information about our clients, employees or visitors. If you initiate an inquiry with respect to a third party's product or service by clicking on the icon or link relating to such product or service on ISI's Web sites, we may furnish such third party with certain personal information regarding you for the purpose of, among other things, pre-populating forms or facilitating the exchange of information between you and the third party.

Access to Information You Provide

You have access to much of your personal information through this web site, where you can view and update most of the personal information we maintain.

Updating and Correcting Information

It is important that you have the ability to access and edit the information that you have provided to us. Therefore, you may change any of your personal information in your account online at any time by linking to your account in accordance with instructions posted elsewhere on this site. You may also access and correct your personal information by writing. We encourage you to promptly update your personal information if it changes so.





Security Measures

At our site you can be assured that your Personally Identifiable Information is secure, consistent with current industry standards. The importance of security for all personal information associated with our users is of utmost concern to us. Your personal information is protected in several ways. Access by you to your personally information is available through a password and unique ID selected by you. This password is encrypted. We recommend that you do not divulge your password to anyone. In addition, your personally information resides on a secure server that only selected ISI personnel and contractors have access to via password. We encrypt your information and thereby prevent unauthorized parties from viewing such information when it is transmitted to us.

No data transmission over the Internet can be guaranteed to be 100% secure, so while ISI strives to protect your personal information, we cannot ensure or warrant the security of any information that you transmit to ISI.

Privacy Policies of Third Party Sites

ISI's Web sites may provide you with links to other Web sites. We are not responsible for those sites and cannot control the use of information that you submit once you reach those sites, nor can we control the content of what is offered on those sites or on links from those sites. You should contact such third-party Web sites directly to determine their privacy policies.

Applicable Only to U.S. Residents and Adults

ISI's Web sites are designed for and intended only for the use of employees who are U.S. citizens or are residents of the United States, client companies located in the United States, and prospective clients located in the United States. In addition, you must be at least 18 years old to use this site. Our policy is that we do not knowingly collect, use or disclose personal information about visitors that are under 18 years of age.

ISI Employees and Privacy

ISI trains all corporate ISI employees about the importance of privacy. It is ISI's policy to give access to your information only to those employees who require it to carry out the responsibilities of their jobs.

Contact Information

If you have any questions about this Privacy Policy, please contact us.

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