

## **MICHIGAN EDUCATIONAL TRANSPORTATION SERVICES, INC.**

### **Privacy Policy**

Effective as of October 18, 2007

This Privacy Policy discloses the privacy practices for Michigan Education Transportation Services, Inc. (M.E.T.S), a corporation dedicated to providing bus drivers to Michigan educational institutes. If you have any questions or concerns about this privacy policy, please contact our management team at 517-647-7765.

### **Information Collection and Use**

METS collects personal information on employees from a variety of sources to meet requirements and regulations set forth by various governmental agencies in regards to employment of drivers. METS respects the privacy of its employees and will use this information solely for the use of meeting employment related governmental requirements and regulations.

### **Sharing**

METS will share personal information collected with client districts as required by governmental requirements and regulations and client district board policies and guidelines, but only to the extent as allowed and/or required by law.

METS will release personal information to the extent it is required to be disclosed pursuant to a valid order or requirement of a governmental agency or court.

### **Limitation on Access**

Access to employee social security number and any other employee personal information, is limited to those working in the operations of METS and those independent contractors who require the social security number or other information for processing of payroll, benefits or authorized use.

### **Security**

METS has implemented reasonable technical and organizational measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration or disclosure.

### **Compromise of Security**

In the event that personal information is compromised as a result to a breach of security, METS will promptly notify those persons whose personal information has been compromised, in accordance with the notification procedures set forth in the Privacy Statement or as otherwise required by applicable law.

### **Notification Procedures**

It is the policy of METS to provide notification of a security compromise pertaining to personal information via e-mail notice or written hard copy notice via standard postal mail. METS reserves the right to determine the form and means of providing notifications.