

Enclave Connecteam Workforce App Privacy Policy

Effective Date: July 2, 2026

This Privacy Policy explains how Enclave Event Center ('Enclave', 'Company', 'we', 'our') collects, uses, stores, and protects information through the Connecteam Workforce App. This policy applies to all authorized users, including W-2 employees, 1099 independent contractors, temporary workers, interns, volunteers, and other approved personnel.

1. Information We Collect

We may collect your name, email address, phone number, emergency contact information, worker classification, schedules, task assignments, training acknowledgements, time records, device information, login history, and GPS location when using the Connecteam app.

2. GPS Location Services

GPS location sharing is required for all users who clock in or out through Connecteam. Location services must remain enabled to verify that time entries occur within approved Enclave job sites using geofencing technology. GPS information is used only for legitimate business purposes such as payroll accuracy, contractor payments, attendance verification, worksite confirmation, and fraud prevention.

3. How We Use Your Information

Information is used to administer payroll, compensate contractors, schedule work, assign tasks, communicate with team members, verify attendance, maintain workplace safety, comply with legal requirements, improve operations, and administer company policies.

4. Information Sharing

Enclave does not sell personal information. Information may be shared only with payroll providers, benefit providers, software vendors supporting business operations, insurance carriers, government agencies when legally required, or professional advisors assisting the Company.

5. Data Security

Enclave uses commercially reasonable administrative, technical, and organizational safeguards to protect information from unauthorized access, disclosure, or misuse. While no electronic system is completely secure, we continually work to protect workforce information.

6. Your Responsibilities

Users are responsible for safeguarding login credentials, keeping contact information current, reporting suspected unauthorized access immediately, and using Company systems professionally.

7. Record Retention

Time records, schedules, acknowledgements, GPS verification data, and related business records may be retained as required for payroll, tax, insurance, legal, regulatory, safety, and business purposes.

8. Your Consent

By using the Connecteam Workforce App, you acknowledge that you have read this Privacy Policy and consent to the collection and use of your information as described herein.

9. Policy Updates

Enclave may update this Privacy Policy periodically. Continued use of the Connecteam Workforce App constitutes acceptance of any revisions.

Acknowledgement

Employee/Contractor Name: _____

Signature: _____

Date: _____