Employee SMS Privacy Policy

MF Enterprising LLC dba Pro Installations & Design BMF CRM Employee Work Alerts

Scope and information collected

This policy covers our employee work-alert SMS program. Enrollment uses an employee's name, mobile number, signed consent and consent date. To administer the program, we also keep alert contents, sending records, provider identifiers, delivery or acceptance status when available, and enrollment or withdrawal records.

How information is used

We use this information to manage employee enrollment, send work alerts about assigned leads or jobs and follow-ups, provide support, honor opt-out requests, and maintain consent and messaging records. This program does not enroll customers or send marketing messages.

Sharing

Mobile numbers and SMS consent information will not be sold or shared with third parties or affiliates for marketing or promotional purposes. Information needed to provide this program may be processed by service providers, including Twilio, for message delivery and related operational support. We may also disclose information when required by applicable law.

Access and retention

Consent records are kept privately, and access is limited to personnel who need them to administer the program. We retain the records needed for program administration, consent history, dispute resolution and applicable legal obligations. Published examples of the enrollment form do not include completed employee information.

Choice, charges and withdrawal

Employees enroll by completing the written consent form before alerts are enabled for their mobile number. Message frequency varies with work assignments. Message and data rates may apply. Reply STOP to stop texts from the program, or contact the administrator to disable local enrollment. We do not treat silence or employment alone as SMS permission.

Questions and support

For help, corrections to enrollment details or questions about this policy, contact ken@proinstallexperts.com. Program sender: (314) 350-8011.