

## UCP Connect Terms and Conditions

### 1. Purpose and Scope

The UCP of Sacramento and Northern California (“UCP”) Employee Intranet Website (“UCP Connect”) provides employees with secure access to work-related tools, training courses, company policies, and internal resources.

UCP Connect may include:

- A Learning Management System (LMS) for required and optional trainings,
- Employee profile pages that contain work and contact information,
- Forms and internal company documents, and
- A knowledge base for policies and procedures.

Access to UCP Connect is provided to support UCP’s operations and communication with employees.

### 2. Authorized Use

UCP Connect and all related systems are provided for legitimate UCP purposes only. Employees may use the site to complete assigned or required trainings, access employment-related notices, forms, and resources, and receive company communications related to their job duties.

Unauthorized use, sharing of confidential materials, or access by non-employees is prohibited.

### 3. Required Communications and Acknowledgment

UCP uses email, text messaging, and other electronic systems to communicate work-related information with employees. These communications may include, but are not limited to: scheduling and shift updates, policy changes and company announcements, training or certification reminders, HR or payroll notifications, and emergency or urgent operational alerts.

By signing the Employee Handbook acknowledgment or related onboarding forms, employees **authorize UCP of Sacramento and Northern California to contact them through these means** for legitimate business purposes.

These communications are **not marketing or promotional** in nature.

Message frequency may vary. Standard carrier message and data rates may apply. Help or communication consent questions can be directed to [ucphr@ucpsacto.org](mailto:ucphr@ucpsacto.org).

Employees who are required to use personal devices for work-related communications may be eligible for a technology stipend or reimbursement in accordance with company policy.

### 4. Profile Information and Privacy

Employee profiles within UCP Connect may contain personal and employment-related information (such as name, department, job title, and work contact details). This information is used to manage training records, internal communication, and business operations.

When employees submit forms or access UCP Connect, the system may automatically collect technical information, such as IP address, Date, time, and type of access, and Browser or device information. This data is collected to maintain system security, verify form submissions, and ensure accurate recordkeeping.

UCP will not sell or share employee personal information for marketing purposes and handles all employee data in accordance with applicable privacy laws, including the California Consumer Privacy Act.

## **5. Confidentiality and Intellectual Property**

All content, materials, and documents on UCP Connect are the property of UCP of Sacramento and Northern California or its licensors and may not be shared outside the organization without written authorization. Employees are expected to always maintain confidentiality of company and participant information.

## **6. System Access and Security**

Employees are responsible for maintaining the confidentiality of their login credentials. UCP reserves the right to monitor system use to ensure compliance, security, and data integrity. Unauthorized access or misuse may result in disciplinary action, up to and including termination.

## **7. Legal**

Legal Name: United Cerebral Palsy Association of Greater Sacramento, Inc. DBA: UCP of Sacramento and Northern California

If you have a HIPAA concern, please email your concern to [HPA@ucpsacto.org](mailto:HPA@ucpsacto.org).

For consumer and applicant appeals procedure questions or concerns, please visit The Department of Developmental Services website at [www.dds.ca.gov/complaints](http://www.dds.ca.gov/complaints) or call (916) 654-1987.

## **7. Updates to Terms**

UCP may update these Terms and Conditions from time to time. Continued use of UCP Connect constitutes acknowledgment of the revised terms.

## **8. Support and Contact**

For technical support or questions about these Terms and Conditions, contact [ucphr@ucpsacto.org](mailto:ucphr@ucpsacto.org).