**Employee Privacy Notice – North America**

Where required by applicable law with respect to MTS employees within North America, MTS provides notice to such employees as to the categories of personal data to be collected and the purposes for which the categories of personal data shall be used. You are receiving this communication because you are an employee located within North America where such notice is required.

During the course of your employment with MTS, you share personal data with us - that is, information that identifies, relates to, describes, or is capable of identifying a particular person or household. MTS identifies the categories of personal data needed to manage employment services and the way in which personal data is processed. MTS is committed to collecting and processing your personal data with due care and diligence, in accordance with applicable law.

To perform legitimate business activities, MTS collects and processes your personal data as necessary. The nature and extent of the data processing, including your rights, are described in detail in the [Employee Privacy Notice Procedure - North America (ORC-015.01)](http://sp.mts.com/PoliciesProcedures/Corporate%20Policies/ORC-015.01.pdf).

MTS has a North America Privacy & Personal Data Protection Policy (ORC-015) regarding the collection and processing of Personal Data.  The policy is part of the corporate policies and procedures, and it is important that you as an employee strictly adhere to the North America Privacy & Personal Data Protection Policy to support our commitment to data privacy and data protection outlined above.  There are other privacy policies and procedures which are referenced within the North America Privacy & Personal Data Protection Policy with which you must comply.

If there are any questions regarding this Notice or Procedure, please contact privacy@mts.com.