

Verizon Connected Solutions, Inc.
Request to Review Personally Identifiable Information

Employee's Name _____ SSN _____

Title _____ Work Location _____ Date _____

I hereby request (authorize _____ as my designated representative) to examine the following personally-identifiable information. Please place a check mark to the left of the information that you or designated representative are requesting.	Check if not available (To be completed by the supervisor)*
<input type="checkbox"/> Employment application, individual salary/wage information, job titles, dates of moves or changes.	
<input type="checkbox"/> Attendance record	
<input type="checkbox"/> Performance evaluations	
<input type="checkbox"/> Notice of commendations, adverse discussions, warnings, discipline and related write-ups, whether previously discussed with me or not	
<input type="checkbox"/> Authorization for deductions	
<input type="checkbox"/> Benefits records	
<input type="checkbox"/> Other – please specify:	

* Supervisor should check both General Personnel file and Employment file for documentation.

I understand that either I or my designated representative may not remove anything from these records, or make copies, but will be permitted to take notes. Further, I indemnify Verizon Connected Solutions Inc., from any and all liability for any claims or actions arising out of or related to any disclosure, use or misuse, by any agent whom I may have designated, of any Company records containing personally-identifiable information relating to me or any information contained therein.

 Employee's Signature Date

 Supervisor's Signature Date

The following records are examples of information that are not available for employee review:

- Investigation of a possible criminal offense on or off the job and/or investigation of possible misconduct.
- Letter of reference, if any included in employee's employment application.
- Any documents developed or prepared for use in civil, criminal, grievance or arbitration proceedings or other legal matters.
- Materials used by the Company in planning personnel needs.
- Information already available to employee under the "Fair Credit Reporting Act" (84 Stat. 1127-1136, 15 U.S.C. Section 1601 et.seq.).

*Note: Unless required by law or entitled by a collective bargaining agreement, copies may NOT be made of the requested information.

 I acknowledge that I have examined the above record Date Employee or Employee's Designated Representative

 Signature of Mgmt Employee Present During Review of Records Title Date