

## **Sage Payroll Services**

### Privacy & Information Security Policy

Please read this notice carefully to understand how we collect, use, protect and otherwise handle your personal information.

#### **What information do we collect?**

We collect information from you when you register on our site or use our services. When registering on our site, you may be asked to enter your name and e-mail address. As a result of our relationship with your employer, we may capture other information, including bank account number(s) and social security number.

#### **What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

- To personalize your experience (your information helps us to better respond to your individual needs and preferences)
- To process payroll and related transactions
- To send periodic emails
- Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering our services.

#### **How do we protect your information?**

We have implemented a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information.

We only offer our services through the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and stored in our encrypted Database to be only accessed by those authorized with special access rights to our systems, and are required to keep the information confidential.

Your private information will be kept on file in order to provide payroll and related services.

#### **Do we use cookies?**

Yes (Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information.)

#### **Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in providing our services, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

**Third party links**

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

**Terms and Conditions**

Please also visit our Terms and Conditions section establishing the use, disclaimers, and limitations of liability governing the use of our website at [https://www.onlineemployer.com/pai\\_web/content/terms\\_of\\_service.htm](https://www.onlineemployer.com/pai_web/content/terms_of_service.htm)

**Your Consent**

By using our site, you consent to our web site privacy policy.

**Changes to our Privacy Policy**

If we decide to change our privacy policy, we will post those changes on this page. This policy was last modified on 12/28/2014.

**Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

<http://www.paychoice.com>

Sage

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