



## **Fastpay Payroll Services – Privacy Policy**

### **Privacy Policy for Customers**

At Fastpay Payroll Services, we practice professional standards of confidentiality at all times. It is our policy to retain your information in a confidential manner, and we are committed to providing our customers with the highest level of security and privacy regarding the collection and use of personal information.

### **Information Fastpay Collects**

Fastpay collects nonpublic personal information that is either provided to us by you or obtained by us with your authorization. Fastpay considers all personal information to be confidential. Fastpay ensures the privacy of information such as names, addresses, phone numbers, bank account numbers, pay histories, and social security numbers just to name a few.

### **How Fastpay Protects Your Information**

We limit access to company and employee account information to only those Fastpay owners, officials, and employees who require that specific information to perform their job responsibilities. We have implemented internal policies and procedures as well as electronic and physical safeguards to prevent the sharing of information that is not required by an employee to complete their job functions. Our employees are trained how to protect client information and to adhere to internal policies which cover the unauthorized disclosure or use of such information.

### **Disclosures Permitted by Law**

We do not disclose any client information to affiliated or non-affiliated third parties except as permitted by law or by client authorization. The primary law that governs this issue on the federal level is the Gramm-Leach-Bliley Act of 1999.

The following is a list of groups to which we may information:

- Client Designated Officials
- Federal and State Agencies
- Affiliated Third Party Vendors



## **Website Privacy Policy**

### **Collection of Information**

We collect personally identifiable information (names, postal addresses, email addresses, etc.) only when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request, unless you give us permission to use it in another manner, such as to add you to one of our mailing lists.

### **Cookie/Tracking Technology**

Our website(s) may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors, and understanding how visitors use the site(s).

### **Distribution of Information**

We may share information with governmental agencies or other companies assisting us in fraud prevention or criminal investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is never provided to these companies for marketing purposes.

### **Commitment to Data Security**

Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

Please contact us if you have any questions. Your privacy, our professional ethics, and the ability to provide quality payroll services are very important to the entire Fastpay team.

We reserve the right to make changes to this policy. Any changes will be posted.