

At Ezypay Limited we value your privacy. By its very nature, payroll involves the collection and management of confidential personal and financial information. **Ezypay Limited will never disclose this information** except as directly required to complete the services we have agreed to provide to your employer and where we are legally obliged to, such as Inland Revenue, ACC, WINZ, Department of Courts etc..

## **DATA COLLECTION**

We collect and use the following data for the purposes specified:

### **General Site Access**

We collect Web Site Statistics (log files) for the purposes of site usage and summary statistics, performance measurements, security and improvements to our site.

### **Employer Payroll Processing**

We manage and store a range of organisational, financial and personal information on your behalf, for the purposes of processing your payroll. This information is used solely for the completion of this activity. This information is never made available to any other parties, except for the information transfer directly required to complete your payroll. (for example, transmitting direct credit files to your bank, sending your tax details to Inland Revenue, sending payroll deduction schedules to deduction agencies).

### **Ezytime Portal**

We provide employees access to their own payroll information. This information is provided solely as a service to the organisation and individuals concerned and is not used for any other purposes, or made available to any other parties. Access to the portal remains even after the employees terminates their employment with the employer.

### **Cookies**

“Cookies” are only used when Employers access their own secure payroll website.

A “cookie” containing your User ID and Organisation Name will be stored on your computer. This contains no other information, and is used solely to provide a convenient quick log in to your own secure payroll website.

### **Email**

Employees are required to provide an email address. Your email address is only used to reset your password as required..

1. We will not sell or share these email addresses with other parties.
2. We will not send unsolicited messages to these email addresses.