

This Privacy Policy governs the manner in which Trace Payroll Services collects, uses, maintains and discloses information collected from users (each, a "User") of the <http://www.tracepayroll.com> website ("Site").

## Personal identification information

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, fill out a form, and in connection with other activities, services, features or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, phone number. Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

## Non-personal identification information

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.

## Web browser cookies

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

## Google Analytics

We use Google Analytics software to collect information about how you use tracepayroll.com We do this to help make sure the site is meeting the needs of its users and to help us make improvements, for example improving site search.

Google Analytics stores information about:

the pages you visit on tracepayroll.com

how long you spend on each tracepayroll.com page

how you got to the site

what you click on while you're visiting the site

We do not collect or store your personal information (for example your name or address) so this information cannot be used to identify who you are.

We also collect data in order to:

improve the site by monitoring how you use it

gather feedback to improve our services, for example our email alerts

respond to any feedback you send us, if you've asked us to

send email alerts to users who request them

## How we use collected information

Trace Payroll Services will only collect Users personal information if they specifically complete one of our website forms and only for the following purposes:

- *To provide you with a quotation for our services*  
We need your information to provide you with this
- *To contact you to discuss your payroll service requirements*  
We need your information to provide you with this
- *To send periodic emails*  
We will use the email address only to respond to your enquiry, to answer questions, and/or other requests.

Trace Payroll Services will not sell or rent your data with any third parties, even for marketing purposes.

## Where your data is processed and stored

We design, build and run our systems to make sure that your data is as safe as possible at any stage, both while it's processed and when it's stored.

Your personal data will not, throughout the course of its processing at GDS, be transferred outside of the European Economic Area (EEA).

## How we protect your information

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data – for example, we protect your data using varying levels of encryption.

## Sharing your personal information

Trace Payroll Services will not sell or rent your data with any third parties, even for marketing purposes.

## Links to other websites

tracepayroll.com contains links to other websites.

This privacy policy only applies to tracepayroll.com and doesn't cover any other website that we link to.

Following a link to another website

If you go to another website from this one, read the privacy policy on that website to find out what it does with your information.

Following a link to tracepayroll.com from another website

If you come to tracepayroll.com from another website, we may receive information from the other website. We don't use this data. You should read the privacy policy of the website you came from to find out more about this.

## Changes to this privacy policy

Trace Payroll Services has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

## Your acceptance of these terms

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

## Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us.

This document was last updated on May 24, 2018