

Privacy Notice – MSpacett Payroll Portal

Effective Date: 16 December 2025

Last Updated: 16 December 2025

1. Introduction

MSpacett.com (“MSpacett”, “we”, “us”, or “our”) is committed to protecting the privacy and security of personal information processed through the MSpacett Payroll Portal (“the Portal”).

2. Information We Collect

We collect personal identification, payroll, contact, and system usage information necessary to provide payroll services.

3. How We Use Your Information

Personal data is used to process payroll, generate payslips, comply with legal obligations, secure access, and provide system support.

4. Legal Basis for Processing

Processing is based on contractual necessity, legal compliance, legitimate business interests, and consent where required.

5. Data Sharing

Data may be shared with authorized employers, banks, regulators, and trusted service providers under confidentiality obligations. We do not sell personal data.

6. Data Security

Appropriate technical and organizational measures are used to protect personal data, including encryption and access controls.

7. Data Retention

Data is retained only as long as necessary to meet payroll and legal requirements, after which it is securely deleted or anonymized.

8. Your Rights

You may request access, correction, deletion, restriction, or portability of your personal data, subject to applicable law.

9. User Responsibilities

Users must protect their login credentials and report unauthorized access immediately.

10. Cookies

Only essential cookies required for system operation and security are used.

11. Changes

Updates to this Privacy Notice will be posted on MSpacett.com with a revised effective date.

12. Contact Information

MSpacett

Email: office@mspacett.com

Website: <https://www.mspacett.com>