

## **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](mailto:office@mspacett.com)

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