

PAYROLLWARDEN

Privacy Policy

Draft – effective upon launch

1 SCOPE

This Privacy Policy governs the collection and use of information through the PayrollWarden website and application only. Use of the Service is subject to the Terms of Service.

- 1.1 **"We," "us," and "our."** Qadis Chaudhry, doing business as PayrollWarden, an individual residing in New Jersey.
- 1.2 **"Service."** The website and application located at payrollwarden.com, a subscription tool that helps users prepare and export federal DOL Form WH-347 certified payroll forms.
- 1.3 **"Account."** A registered user account on the Service.
- 1.4 **"Payroll Data."** Information you enter into the Service to prepare certified payroll forms, including worker names, classifications, wage rates, fringe benefit information, hours worked, and project details.
- 1.5 **"Personal information."** Information that identifies, relates to, or could reasonably be linked with a particular individual, as submitted through or collected by the Service.

2 INFORMATION WE COLLECT

- 2.1 **Account information.** When you create an Account, we collect your email address and a password. We do not ask you for your name, and we do not collect one. Passwords are stored only as salted cryptographic hashes, never in readable form.
- 2.2 **Payroll Data.** You submit Payroll Data to generate forms and PDFs. You control what you enter; please do not enter information the form does not require. The Service does not require and does not accept full social security numbers, and it rejects entries that contain one.
- 2.3 **Payment information.** Subscriptions are billed through a third-party payment processor (currently Stripe). Card details are collected and stored by the processor; we do not receive or store full card numbers.
- 2.4 **Usage and analytics data.** When you access the Service, standard request data such as IP address, user agent, and pages viewed is processed to deliver, secure, and measure the Service.

3 HOW WE USE INFORMATION

- 3.1 We use Account information to operate the Service, manage your Account, and provide support.
- 3.2 We process Payroll Data solely to store it, display it back to you, and generate the forms and exports you request. We do not use Payroll Data for any other purpose.

- 3.3 We use payment information only to manage subscriptions and billing.
- 3.4 We do not add customers to marketing lists unless the customer asks to receive updates.

4 HOW WE SHARE INFORMATION

We share personal information only as described in this Section.

- 4.1 **Payment processor.** Subscription billing and card data are handled by Stripe, Inc., which processes payment information under its own privacy policy.
- 4.2 **Infrastructure providers.** The Service is hosted and delivered by third-party infrastructure providers that process standard request data (such as IP address and user agent) transiently for delivery, performance, and security.
- 4.3 **Legal requirements.** We may disclose personal information where required to comply with applicable law, legal process, or a lawful governmental request, or to establish, exercise, or defend legal claims.
- 4.4 **No sale of personal information.** We do not sell personal information, and we never sell or share Payroll Data for marketing or any commercial purpose.
- 4.5 **No advertising or profiling.** We do not process personal information for targeted advertising. We do not use personal information to engage in profiling or automated decision-making that produces legal or similarly significant effects, and we do not disclose personal information to third-party advertising partners or data brokers.

5 PAYROLL DATA

- 5.1 You retain all right, title, and interest in your Payroll Data. We process it only to provide the Service and to generate the outputs you direct.
- 5.2 You are responsible for the accuracy of Payroll Data and for ensuring that your use and submission of it complies with applicable law, including obligations owed to your employees.
- 5.3 Payroll Data is not publicly accessible through the Service. It is visible only to your Account and to us as necessary to operate the Service.
- 5.4 **Your record-keeping obligations.** Under the Davis-Bacon Act and its regulations, contractors are generally required to keep certified payroll records for at least three years after completion of the work, and longer in some cases. The Service is a form-preparation tool, not a records-retention system, and we do not take on your record-keeping duty. You should export and retain your own copies of every certified payroll form for at least as long as the applicable requirements demand.

6 COOKIES AND SIMILAR TECHNOLOGIES

- 6.1 The Service uses cookies or similar technologies necessary to maintain login sessions and secure the Service. These are required for the Service to function.

- 6.2 We do not use cookies for advertising or for cross-site tracking. If analytics or advertising measurement is ever enabled, it will be described in this Section before it is turned on, and visitors may control it through their browser settings.

7 RETENTION AND DELETION

- 7.1 Payroll Data is retained while your Account is active. You may request deletion of your Account and Payroll Data at any time by email.
- 7.2 Billing records are retained as required by ordinary business record-keeping and applicable law, after which they are deleted or anonymized.
- 7.3 We determine retention periods by how long information is needed for the purposes described in this Policy and to meet our legal, accounting, and record-keeping obligations. When information is no longer needed for those purposes, we delete or anonymize it.

8 SECURITY

- 8.1 Information submitted through the Service is transmitted over HTTPS/TLS, and we maintain reasonable administrative and technical safeguards to protect personal information.
- 8.2 No method of transmission or storage is completely secure, and we cannot guarantee absolute security.

9 YOUR CHOICES AND RIGHTS

- 9.1 You may access, correct, or delete your Account information and Payroll Data through the Service or by emailing support@payrollwarden.com. We will respond to a request within a reasonable time, generally within thirty (30) days.
- 9.2 We provide these choices to everyone who uses the Service, regardless of where you live. This Policy does not create any additional rights that applicable law does not already provide, and we do not represent that any particular state or national privacy statute applies to us or to you.

10 CHILDREN'S PRIVACY

- 10.1 The Service is intended for use by businesses and is not intended for use by anyone under 18 years of age. We do not knowingly collect personal information from anyone under 18. If you believe we have collected information from a person under 18, contact us at support@payrollwarden.com and we will delete it.

11 CHANGES TO THIS POLICY

- 11.1 We may update this Policy from time to time. Material changes will be posted on this page with a revised effective date.

12 CONTACT

Questions or requests regarding this Policy or personal information may be directed to the operator:

PayrollWarden
New Jersey, USA
support@payrollwarden.com
payrollwarden.com