

Paybooks

— ONLINE PAYROLL SOFTWARE —

PRIVACY POLICY

Payoda Computing India Private Limited ("Payoda", "Paybooks", ""we", "us" and terms of similar meaning) owns and operates the sites www.paybooks.in, www.ess.paybooks.in and www.demo.paybooks.in.

By accessing the above websites and related pages, you are agreeing to accept and comply with the terms and conditions of use as stated in Terms of Service. The following statement describes the privacy practices for Paybooks. We respect individual privacy and strive to collect and use personal information in a manner consistent with the applicable laws. Some information provided to us by clients, customers, contractors and other third parties might be considered private or personal. Without these details we would not be able to carry on our business and provide our services to you. We will only collect such personal information if it is necessary for one of our functions or activities.

This Online Privacy Policy covers use of the site www.paybooks.in, www.ess.paybooks.in and www.demo.paybooks.in.

All information disclosed by visitors is subject to this Privacy Policy. With respect to data received through its websites, Paybooks will comply with the following:

1. TYPES AND USES OF INFORMATION

- a. Paybooks gathers personal information from site visitors from time to time in order to enhance existing offerings or provide additional services. The company gathers only the information essential for understanding visitors in such a way as to provide better payroll products and employee benefit services. This may include contact information such as name, email address, telephone number, and company name, and perhaps other data.
- b. Paybooks also may monitor customer traffic patterns and site usage to help refine and improve the design and layout of the website as well as the user experience. As a result, Paybooks automatically tracks certain information about site visitors. This information includes the users' browser type, most recent URL and the next URL that the user visits, regardless of whether these URLs are on the Paybooks website or not. Paybooks also will track visitors' IP addresses. Paybooks uses this information to, among other things,

identify broad demographic trends that may be used to provide information tailored to users' interests.

- c. Any personal information given to us through our website is used exclusively by Paybooks unless otherwise noted on the site. Paybooks does not make this information available to third parties who trade or rent information for direct marketing purposes.
- d. Paybooks does not collect e-mail addresses without the site visitor voluntarily providing us with this information (typically via our online information or demo request form, whitepaper request form, and other website forms and surveys). Paybooks will periodically use that contact information to send visitors e-mail or other communications for sales, service, support and marketing purposes. Visitors who do not wish to receive marketing e-mail from Paybooks in the future may opt out of receiving these communications by following the instructions included in each communication.

2. LINKS

Our web site may contain links to other web sites and those third party web sites may collect personal information about you. We are not responsible for the privacy practices of other businesses or the content of web sites that are linked to our web site. Paybooks encourages users to be aware when they leave the site and to read the privacy statements of each and every web site that collects personally identifiable information.

3. SECURITY OF INFORMATION

- a) Paybooks endeavors to maintain appropriate safeguards and adequate physical, procedural and technical security with respect to our offices and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use, or modification of personal information. Safeguards include physical protection by the use of locked cabinets and technological measures by way of secure access and encryption. Paybooks employees are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.
- b) To ensure the integrity and privacy of the personal and credit card information you pass to us via the Internet when you make an online transaction, Paybooks has obtained a Secure Socket Layer (SSL) Server Certificate, with the strongest level of 128-bit encryption. All information collected within a secure page is encrypted while being transmitted to Paybooks' secure server. The server is protected by a firewall that is regularly updated when new patches and fixes are released.

4. NOTIFICATION OF PRIVACY POLICY CHANGES/CHOICE

Paybooks reserves the right to change, modify, add, or remove portions of this Policy at any time. All changes will be posted on this page to inform our users what information we collect, how we use it, and under what circumstances, if any, we may disclose it. We may e-mail periodic reminders of our notices and conditions, unless you have instructed us not to, but you should check www.payrollmanagerexpress.com frequently to see recent changes. Unless stated otherwise, our current privacy notice applies to all information that we have about you and your account. We will not materially change our policies and practices to make them less protective of personal information collected in the past without the consent of affected users.

5. LEGAL DISCLAIMER

Paybooks may disclose Personal Information when required by law or in the good faith belief that such action is necessary in order to conform to the edicts of the law, comply with legal mandates, enforce the terms of use of Paybooks' website, enforce agreement between Paybooks and its customers or to protect the rights, property, or personal safety of Paybooks, its users and the public.

6. CONTACTING PAYBOOKS

If you have any questions about this privacy policy, the practices of this site, or your dealings with this site, please send correspondence to support@paybooks.in