

Payroll Privacy Policy

This privacy notice discloses the privacy practices for the Payroll Department at Winthrop University (www.winthrop.edu/payroll). Protecting the privacy of our employees is an important part of the Payroll function.

At times, we will provide you with links to other websites. We encourage our users to be aware when they leave our site, and to read the privacy statements of every website that collects personally identifiable information.

Confidentiality:

We will always respect and protect your privacy and the privacy of your personal information. In those situations where we are legally bound to divulge your personal information, we will limit the release of your data to that which is covered by the rules of compliance. Each employee in the Payroll Department is required to sign a confidentiality agreement.

Data Collection & Security:

We do not require you to provide any personal information in order to have general access to the Payroll website. However, in order to access or use certain information or services through the website, you may be required to provide your username/password. Electronic and viewing transmission are protected by the Secure Sockets Layer (SSL) cryptographic protocol for encryption.

Parties With Whom Information May Be Shared:

We do not sell or disseminate employee information to any third parties under any circumstances, except to fulfill legal and regulatory requirements or to facilitate employee requested transactions.

Information is shared to facilitate the services needed in order to properly and efficiently handle duties related to your account. We may share information with:

- Government agencies to fulfill legal, reporting and regulatory requirements.
- Attorneys, accountants and auditors.
- Banking and brokerage firms (vendors) to complete payroll processing and securities transactions.
- Credit bureaus and similar organizations, law enforcement or government officials. We reserve the right to release information if we are required to do so by law or if, in our business judgment, such disclosure is reasonably necessary to comply with legal processes, in a fraud investigation, an audit or examination.

HOW TO ACCESS AND CORRECT YOUR INFORMATION:

Maintaining the accuracy of your information is essential. You can review or correct your account information by contacting the Payroll Department.

CHANGES TO THIS PRIVACY POLICY:

This policy may be revised from time to time due to legislative changes, changes in technology, our privacy practices, or new uses of employee information not previously disclosed in this statement. Revisions are effective upon posting. Please refer to this policy regularly.

If you have any comments, concerns or questions about this Privacy Policy, please contact us at Payroll@winthrop.edu.