

# **PRIVACY POLICY**

## **1. General Information**

Empower HR, a company incorporated under the laws of the Dominican Republic, with its principal office in Santo Domingo and responsible for the Payroll123 web platform, recognizes the importance of protecting the privacy and personal data of its users, clients, partners, and collaborators.

This Privacy Policy governs the collection, use, storage, transfer, and deletion of personal data processed through the Payroll123 platform and other channels related to the provision of our payroll outsourcing and human resources management services.

For contact regarding this policy, you may write to:

Email: [privacidad@empowerhr.net](mailto:privacidad@empowerhr.net)

## **2. Purpose of Processing**

The personal data collected by Empower HR through Payroll123 and other means will be used for the following purposes:

- Payroll management and processing.
- Administration of employee benefits, deductions, and contributions.
- Contractual management of our clients' employees.
- Preparation of labor, tax, and financial reports.
- Compliance with legal obligations in labor, tax, and social security matters.
- Customer service and communication.
- Audit management and regulatory compliance.
- Information security and fraud prevention.

## **3. Personal Data Collected**

To fulfill the purposes mentioned above, Empower HR may collect personal data. The processing of sensitive data will be carried out exclusively when necessary for the fulfillment of legal or contractual obligations, and will be protected through appropriate technical and organizational measures.

#### **4. Legal Basis for Processing**

The processing of data is based on:

- Consent provided by data subjects when required.
- Execution of contracts with our clients and employees.
- Compliance with legal obligations in labor and tax matters.
- The legitimate interest of Empower HR, provided that the rights of the data subject are not infringed.

#### **5. National and International Data Transfers**

Empower HR may transfer personal data to third-party providers, technology partners, or authorities when necessary for the fulfillment of its functions, under the following conditions:

- An adequate level of data protection is guaranteed.
- Confidentiality agreements and appropriate contractual clauses are signed, especially in the case of international providers such as AWS (Amazon Web Services), where the Payroll123 platform is hosted.
- In the case of transfers outside the Dominican Republic, applicable data protection and privacy provisions will be complied with.

#### **6. Security Measures**

Empower HR adopts technical, administrative, and organizational measures to ensure the security, confidentiality, and integrity of personal data.

#### **7. Rights of Data Subjects**

Empower HR recognizes and guarantees the rights of personal data subjects in accordance with the applicable data protection laws in each country where it operates.

To exercise these rights, data subjects may send their request to the email [privacidad@empowerhr.net](mailto:privacidad@empowerhr.net), indicating their country of residence, identification details, the type of request, and any relevant supporting information.

#### **8. Data Retention and Deletion**

Personal data will be retained only for as long as necessary to fulfill the purposes of processing and comply with contractual, legal, or regulatory obligations.

Once that period has ended, the data will be securely deleted or anonymized, unless there is a legal obligation or legitimate interest for its further retention.

## **9. Updates to This Policy**

Empower HR reserves the right to amend this Privacy Policy at any time. Modifications will be published on the website and, if applicable, notified through the available channels.

## **10. Acceptance**

By using the services of Empower HR and the Payroll123 platform, you acknowledge that you have read, understood, and accepted this Privacy Policy.