

1. About this policy

Domestic Payroll Pty Ltd (Domestic Payroll) is committed to protecting your privacy. This policy outlines Domestic Payroll's ongoing obligations as to how they manage your personal information. Domestic Payroll uses information provided by you to provide a service to you. All information provided is treated with confidentiality in adherence to the Australian Privacy Principles (APP). APP's are contained within the Privacy Act 1988 (Cth) (the Privacy Act) and govern the way personal information is collected, used, disclosed, stored, secured and disposed of.

Personal Identifiable Information (PII) is information that identifies an individual. Domestic Payroll and its software, collects and stores PII for the sole purpose of calculating earnings, tax, superannuation and workers compensation for its clients and their employees in accordance with Australian workplace laws.

All PII collected is stored and secured against unauthorised use or access.

2. Storage, Use and Security of Personal Identifiable Information

The Domestic Payroll service (the Service) involves the collection, processing and storage of data about potential clients, signed-up clients and employees of those clients. The business uses a combination of hardware and software to provide the Service, all of which are controlled from our premises in Sydney, Australia. Domestic Payroll does not collect, process or disclose PII other than the purpose of providing the Service.

All PII is;

- Stored in a manner that protects from misuse and loss and free from unauthorised access, modification or disclosure,
- Must not be left on voicemail or other voice recordings,
- Removed from computer screens unless in use,
- Stored on encrypted end to end servers,
- Destroyed when no longer required for the purpose it was obtained,
- Subject to Domestic Payroll back up procedures.

Domestic Payroll receives and stores PII given by the individual. Basic contact information, such as; name, email address, phone number and address enables communications to clients and their employees' regarding their service and employer/ employee legislative updates. Communication is sent via email or the Domestic Payroll email service.

To provide the Service to clients, it may be necessary to further collect (but not limited to);

- Australian Business Number
- Tax File Number and
- Banking details

for the purpose of identity verification, account management, billing, comply with any law, rule, regulation, decision, or direction of a regulator or to co-operate with any government authority.

To provide service to clients' employees, it may be necessary to further collect (but not limited to);

- Banking details
- Date of birth
- Salary information
- Tax File Number
- Superannuation details

for the purpose of the payroll process and to pay employees.

Domestic Payroll client employees' have access to their PII via the employee self-service portal, Keypay, and associated mobile app, Work Zone. Access to the PII is via software interfaces controlled by the users login and password granted by Domestic Payroll administrators.

Clients and their employees' can always chose not to provide Domestic Payroll with PII, however, it may result in Domestic Payrolls inability to provide the Service.

3. Disclosure of Personal Identifiable Information

Domestic Payroll will only disclose PII if it is necessary and appropriate to facilitate the purpose the information was collected. The clients or their employees', when appropriate, will be informed when PII is disclosed to a third party. As part of the Service, the collection, use and disclosure of PII may also be required under various Australian laws, including (but not limited to);

- Income Tax Assessment Acts
- Superannuation Guarantee Act 1992 (Cth)
- Fair Work Act 2009 (Cth)
- Payroll Tax Acts
- Occupational Health and Safety Acts
- Workers Compensation Acts
- Tax Agent Service Act 2009 and Tax Agent Services Regulations 2009
- Privacy Act 1988 (Cth)
- Corporations Act (Cth)
- Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth), or
- To protect Domestic Payroll copyright, trademarks and property or safety of Domestic Payroll, our clients or third parties.
- To comply to legal requirements such as; law, regulations, court order, subpoena, warrant, in the course of legal proceedings, or in response to law enforcement as requested.

If there is a change of control to Domestic Payroll (whether by merger, sale, transfer of assets or other) client information, which may include PII, could be disclosed to a potential purchaser under a confidentiality agreement. This would be disclosed in good faith and only required by any of the listed circumstances above.

4. Third Parties

Domestic Payroll does not and will not or deal in personal or client information. PII will never be disclosed except in the circumstances listed within this privacy policy.

5. Security

Domestic Payroll ensures the security, integrity, and privacy of PII submitted by clients and their employees. Domestic Payroll regularly updates security measures to align with current technology trends.

The Domestic Payroll website contains links to other websites. These links are meant for your convenience only. Links do not constitute sponsorship, as such, Domestic Payroll is not responsible for the privacy practices of these websites or their companies.

This privacy policy applies solely to Domestic Payroll.

6. Policy Changes

Domestic Payroll guarantees to remain current to Australian Business practices. This policy is subject to change at any time at the sole discretion of the Director and all modifications will be effective immediately once posted to this website. All amendments will be made in alignment with the Privacy Act. Your continued use of the Service will be deemed acceptance of any amended policy.