

Insperty Privacy Notice

Last updated: October 30, 2024

Overview

This Privacy Notice describes the types of Personal Information Insperty collects through our Insperty.com website (“**Website**”) or in the course of our business activities. It also describes the purposes for which we collect that Personal Information, other parties with whom we may share it (including partners and suppliers), your privacy rights, and the measures we take to protect and secure the data. “**Personal Information**” means any information relating to an identified or identifiable individual. Common examples of Personal Information include name, email address, social security number, bank account information, and phone number. Less common examples include IP address, age, salary, or employee ID number.

We endorse the concept of privacy by design, which is an approach to application and system development that promotes privacy and data protection compliance from the outset. This approach contemplates that we will consider the privacy and security implications for any new project or process throughout its lifecycle. We process Personal Information in different contexts, and, as part of our firm commitment to ethical privacy practices, we respect your privacy when doing so.

If you are located in the state of California in the United States, we process your Personal Information for a specific and limited purpose and in accordance with the California Consumer Privacy Act (“**CCPA**”). You should carefully review our separate California Privacy Notice by clicking [here](#).

Insperty processes biometric data in accordance with regulations as noted below. For more information on Insperty biometric data practices, please access our policy [here](#).

This Privacy Notice does not apply to any information that you may provide to third parties; for example, other sites linked to or from our Sites. You should review any policies at linked third party sites or contact such third parties directly to determine their respective privacy policies. We do not guarantee and are not responsible for the privacy or security of such third-party sites, including the accuracy, completeness, or reliability of their information.

Your use of Insperty’s Website is governed by the Terms of Use, which can be found [here](#).

About Insperty

Insperty, Inc. and its affiliates (collectively, “**Insperty**” and also referred to as “**we**”, “**us**”, or “**our**”) are providers of an array of human resources (“**HR**”) and business solutions designed to help improve business performance. Since Insperty, Inc.’s formation in 1986, we have evolved from being solely a professional employer organization (“**PEO**”), an industry we pioneered, to our current position as a comprehensive HR services and business performance solutions provider.

Personal Information We May Collect & How We May Collect It

We may collect Personal Information through our Website, our respective Business Performance Solutions (applications, websites, and mobile applications), and our cloud-based HR technology and human capital management solutions and supporting mobile applications. We also gather Personal Information for conducting our day-to-day business, including the transmittal of customer and employee communications. We collect different types of Personal Information depending on how you interact with us.

Here are groups with whom we typically interact:

Business Performance Solution Customers: we provide our Business Performance Solutions for customers and permit access and use of our Business Performance Solutions by individuals who are our customers' designated users or prospective customers' evaluation users (each a "BPS User" and, collectively "BPS Users"). Certain customer's users are provided administrative rights in order to assign and support other users and communicate with us directly for support services (each an "Administrator" and, collectively "Administrators").

Corporate Employees: Individuals who are employed by Insperity.

Friends and Family: Individuals who may interact with Marketplace or our recruiting services.

Human Capital Management (HCM) Platform Users: Corporate Employees, Worksite Employees or other individuals authorized by our PEO Clients who access our Insperity Premier™ or Workday driven human capital management solution.

Job Applicants: Individuals browsing or applying to a job posting to work as an Insperity Corporate Employee or to obtain a position for which we are recruiting.

PEO Clients: Client companies to which we are providing services as a professional employer organization (a "PEO").

Prospects: Companies who are contemplating engaging our services.

Website Visitors: Individuals that access our Website.

Workforce Administration or Workforce Acceleration™ Customers: Business Performance Solution Customers receiving traditional HR bundled services and providing their respective employees, contractors or other authorized users access to the iSolved human capital management solution. You may view the separate iSolved Privacy Notice by clicking [here](#).

Worksite Employees: Individuals who are co-employed by Insperity and a client company to which we are providing services as a PEO and access to our Insperity Premier™ human capital management solution.

Sources of Personal Information We Collect

Customer Support: We collect your contact information and any other identifiers associated with you to process your requests made through our customer support teams, including, but not limited

to, the Insperty Contact Center, Business Performance Solutions Support, and Workforce Acceleration Support teams. We may also collect information, such as your location, for use by our PEO Client that is your co-employer.

Insperty Human Capital Management (HCM) platforms: We collect your information as an Insperty Premier or Workday User when you log into our Insperty Premier or Workday platforms for everyday business such as viewing your paystub or reviewing your benefits information. Information maintained about you in Insperty Premier or Workday may include:

- your name, phone number and address (street and email)
- age, marital status and occupation
- race, ethnicity, and gender
- information about your job history and employment status
- information about your salary and benefits, including health benefits, your time off, your retirement plans, your Social Security or taxpayer identification number
- your recruiting and training history

We may make some or all of this information available for your use, use by Insperty employees delivering services to your Employer, your worksite employer's use, or your Client Site Administrator's use.

We will collect any information you submit, including but not limited to such items as:

- login credentials (i.e., usernames and passwords)
- security validation questions and answers
- time entry
- performance reviews
- email preferences
- browsing history

Business Performance Solutions: We collect information when a Business Performance Solution Customer registers or opens an account for a Business Performance Solution, signs in, pays an invoice, purchases access to a service, calls us for support, or gives us feedback. We may collect information from or about our prospects and Business Performance Solution Customers such as:

- company size, revenue, type, and industry codes (SIC and NAICS)
- company name, phone number, physical address, and URL
- purchase history with us and billing information/account numbers
- affiliation purchases

- contact information for administrators within your company as needed for us to provide our services
- employee goals and performance evaluations

We may collect information that Users, or Business Performance Solution Customers on behalf of its Users, provide while using any of our Business Performance Solutions such as:

- name, phone and fax numbers, and address (street and email)
- login credentials (i.e., usernames and passwords)
- security validation questions and answers
- age, marital status and occupation
- job title, job history and employment status
- email preferences
- interests or hobbies

When we collect the above types of information, it is because you or our Business Performance Solution Customer for which you are a User voluntarily submits the information to us in order to utilize the services we provide.

If you use our performance management Business Performance Solution (“**PerformSmart**®”) as a User, we may collect performance management-related activities such as tracking goals and performance evaluations (“**PerformSmart Transactional Data**”), and the service records related to the processing of the PerformSmart Transactional Data.

Job Applicants: When you apply to a job posting to work as an Insperty corporate employee or to obtain a position for which we are recruiting for a client, we collect the information you provide, including contact information, resume, and employment history.

Third-party affiliations: We may collect Personal Information from our affiliates or third parties with which we integrate our services, such as learning and development providers and third parties that offer discounted products, services or benefits through Insperty Perks at Work program. We may also collect Personal Information for third-party products or services that we resell, sublicense or make available to you. We may also receive information about you and your company from our advertising and market research partners, channel partners, or other strategic alliance partners regarding your interests. Insperty does not sell such Personal Information to our affiliates or third parties.

Insperty Time and Attendance: We may collect information that helps secure your ability to enter time and attendance information. This information may include biometric information, such as fingerprints; as well as your geolocation. For more information on Insperty biometric data practices, please review our policy [here](#).

Other Personal Information provided directly by you: We collect your contact details if you request information or submit questions to us, including requests for demos, quotes and products

or services, newsletters, information provided on your interests and preferences, information provided on post-cards or attended events, and your participation in surveys or contests and other promotional events.

Our Website: We collect your contact information provided directly by you when you submit information through our Website and subscribe to our communications such as blogs and e-books. We also collect Personal Information through automated means such as the use of cookies, or capture of device information such as IP address, browser type, and log file from user sessions. You may view our separate Cookie Policy by clicking [here](#).

We may partner with a third-party to either display advertising to you on our Website or on third-party websites or to otherwise manage marketing of our solutions to you. Our third-party partner organizations may use cookies or similar tracking technologies to gather information about your activities on this site and other sites in order to provide you advertising based upon your browsing activities and interests. If you are located in the European Economic Area or United Kingdom and do not wish to have this information used for the purpose of serving you interest-based ads, you may opt-out by clicking [here](#). Please note this does not opt you out of being served ads. You will continue to receive generic ads.

Our Website may include social media features, such as the LinkedIn®, Twitter, Facebook, and YouTube™ buttons that are found on our Sites. These features may collect your IP address and the page you are visiting on our Website, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third-party or hosted directly on our Website. Your interactions with these social media features are governed by the Privacy Notice of the company providing them.

Mobile Applications: When you download and use one of our mobile applications that allow you to access information from our solutions, we may automatically collect information on the type of device you use, operating system version, and the device identifier (or “UDID”).

We may send you push notifications from time-to-time in order to update you about any events or promotions that we may be running. If you no longer wish to receive these types of communications, you may turn them off at the device level. To ensure you receive proper notifications, we will need to collect certain information about your device such as operating system and user identification information.

We use mobile analytics software to allow us to better understand the functionality of our mobile application software on your phone. This software may record information such as how often you use our mobile application, the events that occur within the mobile application, aggregated usage, performance data, and where the mobile application was downloaded from. We do not link the information we store within the analytics software to any personal information you submit within our mobile applications.

Sales and Marketing Activities: We may collect your information to determine which of our solutions are most applicable, which may include information provided by your employer as well as information provided directly by you.

Purposes for Collection and Use

The purposes for which we collect and use your Personal Information vary depending on the type of interaction and relationship(s) you have with us. It is possible that you may have several relationships with Insperity.

We may use your Personal Information:

1. for our everyday business purposes, including in the course of your employment or customer relationship with Insperity, including to provide you with the services available on our Insperity HCM platforms and business purposes related to providing you access or service to our solutions;
2. to perform human capital analytics that identify workforce trends impacting our business and our customers' businesses. For PEO Clients who participate in benchmarking, your data may be shared with a third-party on a de-identified and aggregated basis to protect your privacy.
3. for corporate position or job placement/recruitment practices and notices of any legal updates;
4. to provide you with requested information;
5. to operate the Website, and to analyze it for trends and statistics;
6. to provide informational materials and content, as well as other communications that may include invitations to events hosted or sponsored by Insperity;
7. to provide marketing materials or communications related to our products and services including offerings from our partners and affiliates. If you do not wish to receive these types of communications please follow our Opt-Out instructions below. Affiliates, partner organizations, or other third parties that communicate with you directly should have their own procedures for opting out of receipt of their communications. Opting out of communications from affiliates, partner organizations, or other third parties will not affect communications sent directly by us that relate to your use of our Business Performance Solutions; you cannot opt out of these service-related communications.
8. to comply with laws and regulations, including court orders, or in the course of litigation or defense from legal claims;
9. to protect the rights, property or safety of Insperity, or any of our respective business partners, or other third parties in accordance with applicable laws and regulations;
10. to cooperate with law enforcement authorities in investigating and prosecuting users who violate our rules or engage in behavior that is illegal or harmful to other users, including suspected fraud, or situations involving potential threats to the physical safety of any person; or
11. to comply with laws and regulations addressing community health issues, such as the COVID-19 global pandemic;

12. to allow us to better understand the functionality of our Insperity HCM platforms, we use analytics software. This software may record information such as how often you use Insperity HCM platforms, the events that occur within the platforms, aggregated usage and performance data. We do not link the information we store within the analytics software to any personal information you submit within the HCM platforms.

13. to share your Personal Information for other uses that you specifically authorize.

Disclosure of Personal Information

We engage third parties, affiliates or service providers to help fulfill our business objectives. There are other circumstances required by law to disclose Personal Information to public bodies or judicial authorities.

Disclosures to Service Providers Assisting in Our Operations. We engage with contractors and service providers for the following services: outsourced HR services such as employment verification or benefits providers, credit bureaus and consumer reporting agencies, workforce management solutions such as [iSolved](#), HR analytics providers, credit card or payment transaction services, email solutions, data center services, and tools analyzing data and usage of the Website or providing support and maintenance services for the Website. We may also share Personal Information with legal, regulatory, audit and other professional and business advisors.

Disclosures required by law. We may provide information about you in response to subpoenas, court orders, search warrants, legal processes or governmental regulations or inquiries, or to establish or exercise our legal rights or defend against legal claims, including to governmental taxing authorities.

Disclosures for medical emergencies. We may share selected Personal Information about our Corporate Employees and Worksite Employees, if necessary, to respond to an apparent medical or other life-threatening emergency.

Other parties with your consent or at your direction. In addition to the disclosures described in this Privacy Notice, we may share information about you with third parties when you consent to or request such sharing. If you are a Worksite Employee, we will also share your information with our client company who co-employs you.

Partner Organizations. Insperity has entered into marketing agreements, channel partner agreements, strategic alliances, service agreements, sponsorships, and other relationships with third-party organizations that may offer or provide products and services to you directly or indirectly through us as the billing agent, sometimes under discounted or preferential terms. We may provide certain personal information including, but not limited to, your email address and other contact information to our partner organizations so that they may contact you directly regarding products and services that may be of particular interest to you.

These partner organizations are contractually bound to hold your personal information in confidence and not to share your personal information with parties other than us. We also sometimes agree to give these third parties (including potential partner organizations under

nondisclosure agreements) aggregated information about customers, users or visitors to our Website. If you initiate an inquiry with respect to a partner organization's product or services by clicking on an icon or link relating to such product or service on one of our Websites, we may also furnish such partner organization with certain personal information for the purpose of, among other things, pre-populating forms or facilitating the exchange of information between you and the partner organization.

Business Transfers. Unless we agree otherwise, we may share your Personal Information within the Insperty affiliates even if the company is not a party to your agreement. Personal Information may also be shared in connection with the sale, assignment, merger or other transfer of all or a portion of the applicable Insperty business to another business entity.

You may have the right to restrict processing based on the business activity and governing privacy laws in your jurisdiction. To exercise your right to restrict processing, please complete a Privacy Rights Request [here](#).

Access

If you are a Corporate Employee or a Worksite Employee, you may have access to much of your Personal Information through logging into the Insperty HCM platforms, where you can view and correct most of your Personal Information that we maintain in accordance with our role as your employer. If you cannot access or modify your Personal Information, you should check with your manager or worksite employer at our PEO Client company to request a copy of your Personal Information or to have changes made. If your manager or worksite employer cannot fulfill the request, they can directly request assistance from the Insperty Contact Center.

If you are a BPS User, we do not have a direct relationship with BPS Users whose personal information we process as our relationship is with our Business Performance Customers who serve as the data controllers. However, upon request from a BPS User as to whether we maintain personal information, we will provide the BPS User with information about whether we hold any of the BPS User's personal information.

If you are a BPS User, you may have access to much of your personal information through logging into our Business Performance Solutions and clicking preferences under the applicable settings, help, or user profile menus. Here, if you have access, you can view, delete, correct, and amend personal information about you that we maintain.

If you are a visitor of our Website, we do not have a direct relationship with you, but we may hold personal information that you provided to us directly or that we received from a third party such as through a referral. If you contact us at the address listed at the bottom of this Privacy Notice to inquire as to whether we hold any of your personal information or to request a copy, we will typically respond to such request within 30 days. If we are unable to provide the requested information within 30 days we will provide a timeline establishing when the requested information will be provided, and we will allow you the opportunity to have any personal information maintained in our database corrected or deleted.

Your use of Insperity's Website is governed by the Terms of Use, which can be found [here](#).

Opt-Outs

Marketing activities are usually based on your consent or on an existing business relationship with us. When we use your Personal Information for our legitimate interests, we conduct a balancing test to ensure that your rights to your Personal Information are not overridden.

You may receive marketing communications from Insperity with information about products and services being made available to you. These communications are based on information captured in the following scenarios:

1. at certain locations on our Website where information about you may be requested;
2. where information is collected in order to reward or provide employee incentives from us; or,
3. through our strategic alliances with third parties and affiliates.

You are offered the opportunity to opt out of receiving these marketing communications from us. You may also review and request changes to your Personal Information that we have collected in these marketing scenarios, including the removal of your Personal Information from our marketing databases.

If you wish to opt out of promotional emails, you may do so anytime and free of charge by following the "unsubscribe" instructions that may appear in the email or by submitting a form online [here](#). You may also contact us via email at privacy@insperity.com or call the Insperity Privacy Team at 1-866-824-0505.

Your Data Protection Rights

We are committed to facilitating the exercise of your rights granted by the data protection laws of the United States and other local laws or jurisdictions.

Transfer of Personal Information outside of your local jurisdiction:

If you are located outside the United States and you interact with our Website or provide us Personal Information, then your Personal Information may be transferred to the United States and you consent to the application of the laws of the United States, even if we offer you additional protections under this Privacy Notice. You understand that the laws of the United States, and the protections we offer under this Privacy Notice, may be inferior to what the laws of your local jurisdiction provide. You also recognize that the federal, state and local governments in the United States may have greater access to your Personal Information we process than would be the case of a government where you reside. If you have questions or concerns about the transfer of your personal information, please contact privacy@insperity.com.

General Data Protection Regulation (GDPR)

The GDPR requires processors and controllers of the personal data of individuals located within the European Economic Area (EEA) and the United Kingdom (UK) to enter into data processing

agreements that state the rights and obligations related to the protection and processing of such personal data.

Insperty's requirements for GDPR compliance depend on the nature of the service relationship with our Customers. We will evaluate the need to enter into additional agreements on a case-by-case basis with our Customers. Insperty will collaborate with customers to assess data processing needs as applicable for privacy compliance and will make good faith efforts to enter into any new contractual terms that may be required for cross-border data transfers. To exercise rights under GDPR, you may submit your request [here](#).

EU-US Data Privacy Framework , UK Extension to the EU-U.S. Data Privacy Framework, and Swiss-US Data Privacy Framework

Insperty complies with the EU-U.S. Data Privacy Framework (EU-U.S. DPF), the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF) as set forth by the U.S. Department of Commerce. Insperty has certified to the U.S. Department of Commerce that it adheres to the EU-U.S. Data Privacy Framework Principles (EU-U.S. DPF Principles) with regard to the processing of personal data received from the European Union in reliance on the EU-U.S. DPF and from the United Kingdom (and Gibraltar) in reliance on the UK Extension to the EU-U.S. DPF. Insperty has certified to the U.S. Department of Commerce that it adheres to the Swiss-U.S. Data Privacy Framework Principles (Swiss-U.S. DPF Principles) with regard to the processing of personal data received from Switzerland in reliance on the Swiss-U.S. DPF. If there is any conflict between the terms in this privacy policy and the EU-U.S. DPF Principles and/or the Swiss-U.S. DPF Principles, the Principles shall govern. To learn more about the Data Privacy Framework (DPF) program, and to view our certification, please visit <https://www.dataprivacyframework.gov/>.

With respect to personal data received or transferred pursuant to the Data Privacy Frameworks, we are subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, we may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

In compliance with {the EU-U.S. DPF} {and the UK Extension to the EU-U.S. DPF} {and the Swiss-U.S. DPF}, Insperty commits to refer unresolved complaints concerning our handling of personal data received in reliance on {the EU-U.S. DPF} {and the UK Extension to the EU-U.S. DPF} {and the Swiss-U.S. DPF} to the panel established by the EU DPAs and, as applicable, the UK Information Commissioner's Office (ICO) (and the Gibraltar Regulatory Authority (GRA)), and/or the Swiss Federal Data Protection and Information Commissioner (FDPIC). If you do not receive timely acknowledgment of your DPF Principles-related complaint from us, or if we have not addressed your DPF Principles-related complaint to your satisfaction, please visit <https://www.dataprivacyframework.gov/> for more information or to file a complaint. The services of the above alternative dispute resolution providers are provided at no cost to you.

Regarding onward transfers, Insperty implements privacy and security measures through contracts with vendors that may qualify as onward transfers. In such cases, Insperty remains liable if vendors do not process personal information in accordance with DPF Principles unless Insperty proves it is not responsible for the event giving rise to the damage.

Individuals may possibly, under certain conditions, invoke binding arbitration for complaints regarding DPF compliance not resolved by other DPF mechanisms. For more information, please see [Annex I of the Data Privacy Framework](#).

California Consumer Privacy Act

If you are located in the state of California in the United States, we process your Personal Information for a specific and limited purpose and in accordance with the California Consumer Privacy Act (“**CCPA**”). You should carefully review our separate California Privacy Notice by clicking [here](#).

Personal Information Protection and Electronic Documents Act (PIPEDA)

If you are a Canadian resident, we comply with **PIPEDA** for the processing of your Personal Information on our servers located outside your country of residence within the United States.

Business Performance Solutions

We acknowledge that you have the right to access your personal information. If you are a BPS User that cannot access or modify your personal information, you should check with your Administrator to request a copy of your information or to have changes made and if your Administrator cannot fulfill the request, then the Business Performance Solution Customer or your Administrator can request assistance from us. We will typically respond to such request within 30 days. If we are unable to provide the requested information within 30 days we will provide a timeline establishing when the requested information or changes will be provided.

We will retain your personal information processed on behalf of our Business Performance Solution Customers for as long as the Business Performance Solution Customer’s account is active and non-delinquent, or as needed to provide the Business Performance Solution Customer with services. We will retain and use your personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Children's Privacy

Our services including our Website are not directed to children. We do not knowingly collect Personal Information from children. If a parent or guardian becomes aware that his or her child has provided us with Personal Information without their consent, please contact us at privacy@insperity.com. If we become aware that a child has registered for a service and has provided us with Personal Information, then we will delete such information from our files.

Security

We take commercially reasonable precautions to keep all information obtained from users and visitors to our Website secure against unauthorized access and use, and we periodically review our security measures. We are committed to securely processing your data and have put in place

specific technical and organizational measures to prevent the Personal Information we hold from being accidentally or deliberately compromised.

Insperty implements reasonable security measures in accordance with industry standards. No data transmission over the Internet or data storage can be guaranteed to be 100% secure, so while we strive to protect your Personal Information, we cannot ensure or warrant the security of any information that you transmit to us or that is electronically stored by us. There is no guarantee that information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial administrative safeguards. It is your responsibility to protect the security of your login information to our Websites.

We notify individuals and regulatory authorities, as required by law if we believe that Personal Information has been stolen, disclosed, altered, or infringed by an unauthorized person. We create and maintain a breach notification and reporting protocol.

Our Website may provide you with links to other websites. We are not responsible for those sites and cannot control the use of information that you submit once you reach those sites, nor can we control the content of what is offered on those sites or on links from those sites. You should contact such third-party websites directly to determine their privacy policies and opt out requirements from any communications you may be receiving directly from third parties.

Changes to Policy

We may update this Privacy Policy to reflect changes to our information practices and add new features as laws change, and as industry privacy and security best practices evolve. The most current version of the Privacy Policy Notice will always be available on the Website. You can check the "effective date" posted to see when the Privacy Notice was last updated.

Contact

If you have any questions about this Privacy Notice please contact Insperty, Inc. at privacy@insperity.com.

Insperty, Inc.

Attn: John Rhoades, Managing Director, Data Privacy and Technology Compliance
Reference: Privacy Policy Inquiries
Mail Code: C2.1.10

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Kingwood, Texas 77339-3802

Telephone: 1-866-824-0505

Email address: privacy@insperity.com