

# PRIVACY POLICY OF THESAURUS SOFTWARE LIMITED

This document sets out how we handle your data. At Thesaurus Software Ltd., we are committed to protecting your privacy. Please read on for more details on our Privacy Policy. A separate Privacy Policy is in place for our Connect product, otherwise all other products and services are covered under this policy. Our Privacy Policy applies to all products, applications and services offered by Thesaurus Software Ltd.

Please note that this policy does not apply to any company or person outside Thesaurus Software Ltd.

## A. MEASURING OUR VISITORS

We measure visitors to our website using Google Analytics. This records what pages you view on our site, how you arrived at our site and some basic information about your computer. All of that information is anonymous. We don't know who you are – just that *somebody* visited our site.

The information we collect from analytics helps us understand what parts of our website are doing well, how people arrive at our site, and so on. Like most websites, we use this information to make our website better.

You can learn more about [Google Analytics](#) or [opt out if you wish](#).

## B. COOKIES

Cookies are small text files that are placed on your computer by websites you visit. Cookies help make this website work and provide information to us about how users interact with our site. We use this information to improve our website.

By using our website, you agree that we can place these types of cookies on your device.

Full details of the cookies we use and what they do can be found in our [Cookie Policy](#).

## C. DATA COLLECTION AND USE

When you submit your information to us (for example, when making an online enquiry, signing up to our mailing list, requesting a demo, attending a webinar, downloading our

software, purchasing a product, or applying to a job posting) we will record basic personal information about you, such as your name and email address, this will be clear at the point of input. We will not process special categories of personal data such as race, ethnicity, religious or political opinion.

We undertake to design our systems and products in such a way as to minimise the use of personal data. Where data is required, the purpose for which you are invited to give us information is clear. We will not use your information for purposes that are not clear when you provide your details.

In purchasing a Thesaurus Software Ltd. product, we will only collect personal data that we need to process your payment, to meet the requirements of the contract, to provide software support to you and to comply with regulatory requirements.

When you become a customer we will record your IP address. This is retained for the purposes of monitoring the software usage to ensure compliance with the terms of our contract.

## D. DISCLOSURE AND SHARING OF YOUR DATA

We undertake not to sell, trade, rent or share any personally identifiable information to others. We will send your personally identifiable information to others only if:

- We have obtained your express consent to share the information.
- We need to share your information to provide the service or product you have requested, paid or unpaid.
- We need to send the information to others who work on behalf of Thesaurus Software Ltd to provide a service or product to you.
- We find that your actions violate the terms of our Terms of Service or any of our usage guidelines.
- Our company is subject to a take-over or merger in which case the information will be disclosed to the new owners on the understanding that they will protect the information and only use the information in substantially the same way as previously.
- We must respond to court orders and any other legitimate request by authorities with which we must comply.

Internally, we limit access to personal information about you to those Thesaurus Software Ltd. employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their job.

## E. DATA RETENTION

Information will be held and used for as long as permitted for legal, regulatory, fraud prevention and legitimate business purposes.

Where you have requested a software demo, made an online enquiry or downloaded a free trial, your details will be stored by us for a period of time to accommodate the normal sale-cycle of our customers.

Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

To ensure continuity and transparency in our recruitment campaigns, all applicant details will be kept for no longer than 12 months after the end of the recruitment process.

## F. EMAILS FROM US

We will send customers email notifications regarding purchases (such as invoices and renewal notifications) as well as emails relating to essential software maintenance, including product upgrades and releases.

Only if you have specifically requested will we contact you with additional information such as future offers and newsletters. You have the ability to [unsubscribe](#) from opted-in communications at any time. Alternatively, you can let us know your preferences by:

- Email: [marketing@thesaurussoftware.com](mailto:marketing@thesaurussoftware.com)
- Phone: 0845 3004304
- Post: Thesaurus Software Ltd, 3 Shortlands, Hammersmith, London, W6 8DA.

## G. PAYMENT

We use a variety of providers to process payments. These companies will have access to your personal and payment information. The third parties we use are Realex (to process credit cards) and AIB Merchant Services.

We share information with these companies only to the extent necessary for the purposes of processing payments you make via our website. Thesaurus Software Ltd. has carried out due diligence on the privacy policies of both [Realex](#) and [AIB Merchant Services](#), to the best of our knowledge they are fully compliant with Data Protection legislation. Click on the hyperlinks above to review the relevant Privacy Clause.

Thesaurus Software Ltd. is fully PCI compliant.

## H. DATA FILES

Thesaurus Software Ltd. does not have access to your data files, except where they have been submitted for support reasons. We have no control over the authority, the quality or safety of the data input. You and you alone are responsible for the accuracy and completeness of your records.

Whilst we have security measures in place to protect your data, it remains your responsibility to keep your sign in details secret, to sign off from the Thesaurus Software Ltd. product when you are not using it and to ensure there is no unauthorised access to your computer.

## I. CUSTOMER SNAPSHOTS/BACKUPS

From time-to-time, in order to resolve a customer query, it may be necessary for us to request a backup of your data file or a payroll related document. We are extremely mindful that this information contains sensitive personal data and we take numerous steps to ensure their security. Data received is processed only for the purposes of resolving your query as advised in writing by you, and is done so by trained Thesaurus staff, your backup will never be shared externally without prior approval from you. Customer backups are retained for the minimum amount of time necessary, usually no longer than one week.

Every effort has been taken to maintain the highest possible levels of security, however we would draw your attention to section K below.

We are committed to compliance data protection law and where necessary will make available to customers any information necessary to demonstrate compliance with their processing obligations.

## J. EMAILING OF PAYROLL DOCUMENTATION

Should you select to use our software's emailing feature, your employee's payslips/P60s will be sent through our secure server. Every effort has been taken to maintain the highest possible levels of security and all emails are automatically deleted from our server once sent. To enhance the security of emailed files, we highly recommend that Customers utilise the password feature contained within the software. Finally, we would draw your attention to section K below.

## K. SECURITY

We take the security of your data very seriously. Thesaurus Software Ltd. take technical and organisational measures to prevent the loss, misuse or alteration of your personal information. These precautions include:

- Use of SSL encryption for sensitive data
- Hardware stored in secured data centres behind firewalls
- All access to information restricted by password and/or secure key
- Restrictions to what information can be accessed via any location

Whilst we undertake to maintain the highest possible levels of security practicable to protect data it should be realised that no data transmission over the Internet or information storage technology can be guaranteed to be 100% secure, and there is always some risk of unauthorised access. Thesaurus Software Ltd. cannot be held liable for any breach of security. Any information submitted to us is done so at your own risk.

Where applicable, you are responsible for keeping your password and user details confidential. Nobody at Thesaurus Software Ltd. will ever ask you for your password, so please do not trust anybody asking you for it.

## L. UPDATES TO OUR PRIVACY POLICY

Thesaurus Software Ltd. reserves the right to change the content of this Privacy Policy at any time without prior notice. If we decide to change our Privacy Policy, we undertake to post any changes on our website so you are always aware of what information we collect, how we use it, and under what circumstances we disclose it. Therefore, we recommend that you check the Privacy Policy regularly.

## M. YOUR RIGHTS

You may contact us if you have any questions about this policy, if you would like to see a copy of the information that we hold on you, if you would like that information to be corrected or even request for it to be deleted.

If you wish to raise a complaint on how we have handled your personal data, please contact us and we will investigate the matter.

Please email us at [privacy@thesaurussoftware.com](mailto:privacy@thesaurussoftware.com). Alternatively, send a signed letter to Thesaurus Software Ltd., Dublin Road, Ashbourne, Co. Meath, marked "Data Privacy Request".

If you are not satisfied with our response or believe our processing of your personal data is not in accordance with the law you can complain to the Data Protection Commissioner.

If you withdraw your consent or opt not to provided requested personal information for the purposes set out in our Privacy Policy, we may not be able to provide you with access to the requested product or service.