



DATA CONTROLLER

In accordance with the **Data Protection Act** 2017 in force in Mauritius, and for the purposes of payroll processing, your employer (hereinafter ‘the Client’ or ‘the Employer’) acts as a Controller, and E-Payroll (Mauritius) Ltd, the provider of the SaaS software solution used (hereinafter ‘the System’), acts as a Processor in relation to the hosting and processing of your data as an Employee or former Employee.

The processing of personal data collected via the website payrollmauritius.com or payrollmauritius.mu or payrollmauritius.net and its subdomains is carried out by:

E-Payroll (Mauritius) Ltd

Limited company (Ltd)

Registered in the Port Louis Companies Register, Mauritius, under number C17152276

Head office: Cluny Road, Union Park, Mauritius

DURATION OF TREATMENT

When registering on the System, the Client’s Controller and/or its legal representative had previously read and accepted the contract for the processing of your Employee data, thereby giving their explicit consent to the processing of your data, which will continue throughout the duration of the SaaS contract and the 30 (thirty)-day reversibility period, unless the contract is terminated early in accordance with the stipulated terms. It shall remain in force for as long as the Controller/Client remains a client of the System.

NATURE AND PURPOSE OF DATA COLLECTED

Nature : the data processed relates to the collection, recording, storage, retrieval, transmission (to tax authorities and social security bodies), and deletion of your data as an employee of the Client.

Purpose : The purpose of the processing is to assist the Controller with payroll management, the processing of working hours, leave, tax returns and social security contributions to the Mauritius Revenue Authority (MRA), the production of various management reports, and to assist the Controller/Client with the payment of salaries via the main banks in Mauritius.

Aucune de vos données personnelles n'est utilisée à des fins publicitaires, commerciales ou de profilage.

RELEVANT DATA

Vos données (ci-après les Données) traitées peuvent inclure :

- **Personal information** : surname, first name, nickname, marital status, passport photo, telephone number, address, date of birth, email address, password (if you use the Staff Connect mobile app or if you are yourself a user of the System), gender, National Identity Number, access or time-and-attendance badge, landline and mobile phone numbers, bank and bank account number, and, where applicable, your dependants (first name,



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surname, gender and type of dependant) and, optionally (variable fields configurable by the Client), any additional information that the Controller wishes to retain of their own accord and without the Processor being informed or held responsible (for example, and without limitation, passport, nationality, personal email, contact person, various preferences, etc.). We invite you to contact your Employer's Controller to obtain any such additional data.

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- **Job details** : Date of employment, date of departure, position held, type of employment contract, warnings received, work schedules, Department and site of employment, and any digital documents (PDFs, text files, images, etc.) that the Controller may choose to retain concerning you, acting on their own initiative and without the Processor being informed or held responsible (for example, and without limitation, employment contract, bank details, utility bills, etc.). We invite you to contact your Employer's Controller to obtain any such additional data.
- **Information on working hours** : holidays taken, days worked, dates and times of arrival, break times and departure from the workplace, geolocation coordinates of the clocking-in point (where the clocking-in system supports this)
- **Information relating to payroll or used to calculate payroll** : contributions to the NSF, CSG, PRGF or pension fund, PAYE (income tax), PAYE exemption amount, date and time of submission of the EDF (Employee Declaration Form), basic salary, various bonuses and eligibility criteria, various deductions and how they are calculated, any deductions resulting from loans, PDF files of payslips, the inclusion of this data in management reports in PDF format

CONSENT

As an Employee, you give your consent when you are hired by your Employer, and/or when you use the Staff Connect App, for:

- The processing of your Data, in connection with the Purpose set out above;
- The secure storage of your Data within the European Union (EU) and in Mauritius.

You may withdraw your consent at any time by contacting your Employer's Controller or our Data Protection Officer (see below). This may result in the interruption of the service provided to you.



YOUR RIGHTS

With regard to your data, you have the right to obtain :

- **Right of access** : to obtain confirmation that your data is being processed, and to obtain a copy of it; ;
- **Right to rectification** : allowing you to correct any inaccurate data concerning you;
- **Right to erasure** : and to have your Data deleted when it is no longer necessary for the purpose for which it was collected, when you withdraw your consent, or when the processing is unlawful;
- **Right to object** : (subject to certain conditions) and thus object to the processing of your data;
- **Right to data portability** : to receive your data in a structured, commonly used and machine-readable format;
- **The right not to be subject to a decision based solely on automated processing**

And other additional rights (such as the right to decide what happens to your data after your death, etc.) as a 'data subject', which you can view on the Government of Mauritius website: <https://dataprotection.govmu.org/Pages/The%20Law/Data-Protection-Act-2017.aspx>

You may exercise these rights free of charge with the Processor if you are no longer an employee of your Employer (and/or directly with your Employer (Controller) if you are still employed).

If, after contacting them, you feel that your data protection rights have not been respected, you may lodge a complaint with the Data Protection Office: <https://dataprotection.govmu.org/SitePages/Index.aspx>

How to exercise your rights?

To do so, you should send a formal request to the **Data Protection Officer** (DPO) of the Data Processor, whom you can contact, including your first name, surname, email address and proof of address, by email to the address dpo@payrollmauritius.com or by post to the following address:

E-PAYROLL (Mauritius) Ltd
Mr the Data Protection Officer
Cluny Road,
Union Park,
Mauritius

You will receive a reply within one month (1 month).



DATA SECURITY

E-Payroll (Mauritius) Ltd implements **strict technical and organisational measures** to ensure the confidentiality, integrity and availability of Data, including;

- Hosting on servers hosted by **Google® Cloud en UE and compliant with standards ISO 27001, ISO 27017, ISO 27018, SOC 1/2/3, PCI DSS, CSA STAR**, ensuring a high level of redundancy, resilience and compliance;
- The system uses an SSL (Secure Sockets Layer) certificate to ensure that data flows are systematically encrypted and that the information and data transfers passing through the site are secure.
- 2048-bit HTTPS encryption and secure database storage (256-bit AES encryption);
- Access restricted solely to your Employer's payroll managers and authorised Processor staff (the latter requiring mandatory 2FA authentication);
- Logging of access and additions/modifications/deletions of data on your account
- No biometric data relating to you is recorded or stored

SHELF LIFE

The Data is retained by the Processor for the duration of your employment and for a reasonable period thereafter. This is typically **5+1 years after you leave your Employer, to allow for any potential administrative requests from the Mauritian regulatory authorities or late requests from you**, unless you expressly request early deletion (subject to legal obligations). Please contact your Company's Data Controller for further information regarding the retention period adopted by the Company.
