

Privacy Policy

Last updated: December 1st, 2022

Work Parallel ("Parallel", "us", "we", or "our") operates the www.workparallel.com website (the "Site") and provides an international payroll service (the "Service"), which is available through the Site.

This Privacy Policy informs you of how information about you is collected, used and disclosed by us when you access our Site and our Service. By using the Service, you agree to the collection and use of your information in accordance with this policy.

Unless otherwise defined in this Privacy Policy, capitalized terms used in this Privacy Policy have the same meanings as in our Terms of Service.

Information Collection

While accessing our Site and/or using our Service, we collect and store certain information about you. Some of this information can be used on its own or in combination with other information to identify you ("Personal Information"). Below is a list of types of Personal Information that we may collect and use when you apply for, or use any of our products or services.

Type of personal information	Description
Contact	Your name, addresses, e-mail addresses, phone numbers and other ways in which to contact you
Payment	Payment card number, expiration date, security code and billing address.

Transactional	Details about the transactions you carry out and the payments to and from your accounts with us
Contractual	Details about the products or services we provide to you
Locational	Data we get about where you are. This may come from your mobile phone or the place where you connect a computer to the internet. It may also include locations where you used your card.

Behavioral	Details about how you use our Services and Site
Technical	Details on the devices and technology you use
Communications	What we learn about you from communications between us.

<p>Public and third-party records</p>	<p>Details about you that are in public records and information about you that is publicly available on the internet. We also collect information about you which we receive from other companies, such as (without limitation) credit reference or fraud protection agencies (see below for more information).</p>
<p>Usage data</p>	<p>Other data about how you use our products and services</p>

Documentary data	Details about you that are stored in documents in different formats, or copies of them. This could include things like (without limitation) your passport, driver's license, photographs or birth certificate.
Consents	Any permissions, consents or preferences that you give us

Where we collect personal information

We may collect personal information about you or your businesses from any of these sources:

- Data we collect when you use our products or services
 - Payment and transaction data
 - Profile and usage data (including, without limitation, your security details, app or your website browser settings, marketing choices and

data from the devices you use to connect to our Platform so we can provide you with our products or services).

- We also use cookies and other internet tracking software to collect data while you are using our website or mobile apps (or any other device as described in more detail below
- Data from third parties
 - Companies and business partners that introduce you to us
 - Our service partners, such as PSP partners as defined in Work Parallel's terms
 - Our third-party vendors, including (without limitation) those that help us authenticate your identity
 - Social networks and other technology providers (for instance, when you click on one of our Facebook or Google adverts)
 - Fraud prevention agencies
 - Other financial services companies (to fulfill a payment or other service as part of a contract [which they have] with you, or to help prevent, detect and prosecute unlawful acts, money laundering, and fraudulent behavior)
 - Public information sources such as (without limitation) Companies House
 - Third-party agents, suppliers, sub-contractors and advisers
 - Market researchers
 - Firms providing data services
 - Government, law enforcement agencies, authorities and regulatory bodies to help Work Parallel comply with its legal obligations;

Communications

We may contact you with newsletters and other marketing information that may be of interest to you. You may opt out of receiving any, or all, of these marketing communications from us by following the unsubscribe link or instructions provided in any email we send or by contacting us. Please note that we may still send you transactional or administrative messages related to the Service even after you have opted out of receiving marketing communications.

Information Sharing with Third Parties

We will only share your information with the third parties listed below for the purposes described above in the “Use of Your Information” Section, unless otherwise noted at the point of collection:

- Third-party agents, partners, and service providers who are only permitted to use your information as we allow, which may include contacting you on your behalf, and are required under law or contract to keep your personal information confidential. Information is shared to help us provide the Service.
- Government agencies and taxing authorities, as required to provide the Service, including but not limited to the Internal Revenue Service, state and local tax agencies, and state and federal regulatory agencies.
- Insurance carriers and other third parties, as needed to carry out the Benefits Service
- Banking and financial institutions.
- Certain parties as necessary to respond in good faith to legal process where required to do so by law or subpoena or if we believe that such action is necessary to comply with the law and the reasonable requests of law enforcement or to protect the security or integrity of our Service.

- Legal and financial advisors and auditors
- The following third-parties under the circumstances described below:
 - we may share business or personal information with credit bureaus, and we may share information with certain companies, banks and organizations for purposes such as fraud prevention or determining eligibility for the Service;
 - if there is a sale of Work Parallel (including, without limitation, a merger, stock acquisition, sale of assets or reorganization), or in the event that Work Parallel liquidates or dissolves, we may sell, transfer or otherwise share some or all of our assets, which could include your information, to the acquirer;
 - we may share de-identified personal information with academic institutions to perform research, under controls that are designed to protect your privacy—including requiring such institutions to operate under confidentiality agreements and mandating that published findings contain only de-identified and aggregated data;
 - from time to time, we may share reports with the public that contain anonymized, aggregate, de-identified information and statistics; and
 - we may share your information with certain other third parties with whom you, your Client, or your Client’s accountant partner expressly authorize us to share your information

How long we keep your personal information

We will keep your personal information as long as you are a User of Work Parallel.

We may keep your personal information for up to 10 years after you stop being a customer. The reasons we may do this are:

- To respond to a question or complaint, or to show whether we gave you fair treatment
- To study customer data as part of our own research
- To comply with legal rules that apply to us about keeping records.
- We may also keep your data for longer than 10 years if certain laws mean that we cannot delete it for legal, regulatory or technical reasons.

Security

The security of your Personal Information is important to us. However, please be aware that no method of transmission over the internet, or method of electronic storage is 100% secure and we are unable to guarantee the absolute security of the Personal Information we have collected from you. You are also a key stakeholder in making sure that your Personal Information is protected. If you become aware of any breach of security or privacy, please contact us immediately.

Questions or Concerns Regarding the Privacy Policy

If you have questions or concerns regarding privacy using our Service, please contact us at: admin@infinityforce.com