

Privacy and Security  
updated September 2022

Welcome to the [www.artpayroll.com](http://www.artpayroll.com) web site (the 'Web Site'). Your privacy is important to us and American Residuals dba ART Payroll ('ART') is committed to protecting your privacy and trust. This Privacy Policy applies to all portions of our Web Site. This Privacy Policy explains and describes how we collect, use and disclose information from you through your use of the Web Site and what we do with such information. We want to be sure that you understand what security mechanisms we use to protect your information, what information we collect on our Web site, how we use it, and how you can change or delete any information you give us. Our site is secure and certified by GODADDY Certification Authority.

[Click here SSL site seal - click to verify for more details](#)

We have also provided a FAQ section to this Privacy Policy. Click on one of the below links for more information

[How do you secure information I may enter on your website?](#)

[What kind of information do you gather about me when I visit your site?](#)

[What do you do with information I send you by email?](#)

[Glossary of terms](#)

If you have any questions about the statements that follow your review of the FAQ and language of this Privacy Policy, please contact us:

Mailing address:

American Residuals & Talent  
26 Gregs Way, Suite A  
Tamworth, NH 03886

Email:

[privacy@artpayroll.com](mailto:privacy@artpayroll.com)

Call us:

1-603-367-9955

General

Your visit to this Web Site serves as your consent to ART's collection and use of technical usage data including IP Addresses, non-precise geo location and browser type. We do not collect any personally identifiable information during a visit to the Web Site. Your voluntary registration and voluntary consent to do business electronically serves as your consent to ART's collection and use of information including Personal Information, such as your name, email address, mailing address, telephone number, bank account information and information ('Personal

Information'). If you do not want ART to collect and use your Personal Information in the manner described in this Privacy Policy, do not register or provide the information to us. By using this Web Site, you agree and acknowledged that you have reviewed, and agree to, this Privacy Policy and its terms and conditions. If you do not agree with this Privacy Policy, or any of its subsequent modifications, do not use this Web Site.

ART is not responsible for the content or the privacy policies of web sites to which it may link. This Privacy Policy does not cover information collected on other sites linked to from this Web Site, offline or collected from other sources.

#### Revisions and Contact Information

ART may at any time change this Privacy Policy. ART shall post the updated policy so that you are aware of any changes. You should periodically visit this page to review the then-current Privacy Policy.

ART may periodically update the features of the Web Site to better serve you and all our customers. We reserve the right to change this Privacy Policy without advance notice and any modifications are effective when they are posted here. The date of the newest version will be posted. You should periodically visit this page to review the then-current Privacy Policy.

Should there be any significant material changes than that which was stated at the time the Personal Information was collected, users shall be promptly notified by email.

#### Type of Information We Collect

##### A. Aggregate Information Collection and Use

###### 1. Collection of Information.

We collect and use non-identifying and aggregate information to improve the content of our Web Site, for systems administration, and for trouble-shooting purposes. This Web Site's servers may also collect information, automatically, about your computer, including without limitation:

- a. your Internet Protocol ('IP') address;
- b. The location from which you entered the Internet;
- c. the type of web browser you used;
- d. the type of operating system you use, such as your company or the domain name of your Internet Service Provider ('ISP')

## 2. Use of Information.

The use of non-identifying and aggregate information is sometimes used to help enhance your use of the Web Site and improve the design and content of our Web Site, content and publications.

### B. Personal Information Collection and Use

#### 1. Collection of Information

Personal Information. ART also collects any information that you volunteer, such as your name, email address, mailing address, telephone number, social security number, employee number, bank account information and information about your interest in various products, programs and services ("Personal Information"). Often, we request this information when you inquire about ART products or services, including the On-Line Account, request ART support and services, order any product or service, send an email to ART, complete a survey, or otherwise contact ART.

Email Address Use. We read every message that is sent to us at our [privacy@ARTpayroll.com](mailto:privacy@ARTpayroll.com) mailbox and forward it to the appropriate area for response. We do not share your email address with any third parties for unsolicited email communications; we use your email address only to respond to your message.

You should always remember that email sent over the Internet may not be either private or secure.

#### 2. Use of Collected Information

Internal and Marketing Purposes. We may use the information collected for internal purposes, which may require the transfer of such information to other ART offices or affiliates for administrative purposes, for technical maintenance purposes, to communicate with you about customer service issues and to use in processing your payroll transactions and providing ART services to you. We may communicate with you via email, newsletter or other means of communication.

Safety. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Such procedures include, without limitation, encryption protocols to protect information transmitted via the Web Site supported by the SSL communications protocol.

**Third Party Sharing.** We may share both aggregate and Personal Information collected from you with third parties, either upon your consent and direction, including without limitation, your financial consultants, accountants, agents and attorneys. Additionally, we may disclose such information to third parties if the law requires it, to protect the rights of ART, or as part of a sale or other disposition of our assets. We may also use and disclose Personal Information to prevent or trace abuses of the Web Site. We do not otherwise sell trade or transfer information collected by ART.

**Court Order.** We may also use and disclose Personal Information to comply with any court order or government investigation, subpoena or inquiry, or as otherwise required by law, or to protect the rights, property or personal safety of ART, users of the Web Site, or the public.

You have the right to access your information, understand what information has been collected, correct your information and update your information. You have the right to delete your information, unless otherwise required by law.

Contact ART at [privacy@artpayroll.com](mailto:privacy@artpayroll.com) to make any requests or by phone at 603-367-9955 M-F 9am to 5pm EST.

#### C. Disclaimers

While ART has taken reasonable steps to limit the uses of information provided by you, we cannot guarantee that the information will remain permanently secure. There is always a possibility that your information could be lost due to technical problems or stolen from our databases.

#### D. Cookies

ART uses temporary Cookies on the Web Site after registration and log-in. If you would like to avoid cookies, your web browser may have an option that enables you to disable or not accept cookies. It should be noted, however, that should you disable or not accept cookies, portions of the Web Site may not properly function.

#### E. Hyperlinks

We may post hyperlinks to the web sites of third-party advertisers, service providers, and others. We cannot control the actions of such third parties or be held responsible

for their use of any information that you provide directly to them. We advise you to take the time to educate yourself about the privacy policy and terms of use of any Web site that you visit.

#### F. Children's Online Privacy

ART's services and Web Site are not directed to children.

ART does not knowingly collect information from children without verifiable parental consent. Minors under the age of 17 must obtain prior written permission of their parents or legal guardians, or other verifiable parental consent before providing any information of any type on this Web Site. If you are a parent with concerns about children's privacy issues in conjunction with the use of this Web Site, please contact us at [privacy@artpayroll.com](mailto:privacy@artpayroll.com). ART encourages parents to review this Privacy Policy and discuss the dangers of providing Personal Information on-line.

#### H. Glossary

**Cookie:** A tiny file that your browser stores in your computer. There are two types: temporary session cookies last only as long as your browser is running; persistent cookies (which take up little space) are stored on your hard drive and may expire after some period of time.

**Encryption:** Encryption technology allows secure transmittal of information along the Internet. The sender encodes the data by scrambling it before sending it. The receiver must decode the data with the correct "decoder" in order to read and use it. The transmission would look like nonsense text and would be unusable without a corresponding "decoder". Encryption technology can be used for a host of applications, including electronic commerce, email messages and other sensitive documents.

**SSL (Secure Socket Layer):** A communications protocol using encryption services to scramble data sent over the Internet. Thus, only the intended recipient can unscramble it. To determine whether this service is activated, look for a lock or a key on the bottom line of the screen in Netscape or Microsoft Explorer. If the lock is closed (or the key unbroken), SSL is active and the information being exchanged is secure. If the lock is open, the information being exchanged is not protected by SSL.

**URL (Universal Resource Locator):** A URL is the address at which a Web page is located. A formal URL can be quite long and difficult to remember. Most Web sites provide a name, such as [www.ARTPayroll.com](http://www.ARTPayroll.com) for the corporate Web site of American Residuals & Talent. This name is commonly referred to as the URL

## I. Frequently Asked Questions (FAQ)

*How do you secure information I may enter on your website?*

The information you submit via the Web Site are secured using an Encryption service supported by the SSL communications protocol. A closed lock next to the URL in the browser indicates that data protection service is activated. This applies to all pages for ART Payroll including the logon page.

*What kind of information do you gather about me when I visit your site?*

Every time your browser requests a page from the Web Site, it sends the server the following information:

- your IP Address
- the URL of the page you are currently viewing,
- the URL of the page your browser is requesting,
- the name and version of your browser, and
- your operating system.

*What do you do with information I send you by email?*

We read every message that is sent to us at [privacy@ARTpayroll.com](mailto:privacy@ARTpayroll.com) mailbox and forward it to the appropriate area for response. We will use your email address only to communicate with you.

ART advises that you do not send any sensitive information by email.

You may contact us at our home office at 603-367-9955 M-F 9am to 5pm EST.