



Privacy Policy

Policy Statement

PAGUS LLC doing business as ITOS is strongly committed to protecting the privacy of you, its customers and the users of this website. As such, we adhere to the practices provided below, however, this Privacy Policy is not exclusive of our privacy principles and ITOS may use other electronic media for communication which have their own separate privacy policies that govern any privacy information that is shared or collected through your use if those sites.

Compliance with Law ITOS, represents and warrants to all clients and partners that our employees, agents, representatives and contractors, have complied, and shall at all times comply, with all local, state, federal and international laws including, but not limited to, laws and regulations relating to data protection, privacy and security including, but not limited to, the Health Insurance Portability & Accountability Act ("HIPAA") and EU General Data Protection Regulation ("GDPR").

Purpose of Data Collection. ITOS uses the individual personal data voluntarily provided by its clients to process and service its clients' payrolls in accordance with its client's directions and instructions.

Data Collection. The data that ITOS obtains is provided by its clients on a voluntary basis. When you submit personal information to ITOS, you are agreeing to permit us to access, store and use the information wherever in the world we do business, both inside and outside of the United States. ITOS will only share customer information with our subcontractors to the extent permitted by applicable law and regulation. Apart from the information that clients voluntarily provide, ITOS does not collect individual's personal data and additional information, such as information from consumer reporting agencies or from nonaffiliated third parties. ITOS's clients are employers seeking to utilize ITOS's services to manage their payrolls, data obtained by ITOS personally identifies individual employees. Clients provide ITOS with individual personal data about their employees so that ITOS may process or manage clients' payroll information and ITOS's use of individual personal data is limited to such a purpose. However, from time to time ITOS may use your personal information for various business purposes, such as statistical analyses, surveys, market research, improving its services, and notification about services and changes that may affect you, and where ITOS believes it is reasonably required for ordinary business purposes.

Data Use. ITOS will use an individual's personal data for the purpose of providing the services for which the client has engaged ITOS. ITOS will not disclose or sell any personal data about you to third parties without your prior approval. We may disclose certain information we have about you as required by law, requested by regulatory agencies and governmental authorities, to protect against fraud, or used for a legitimate business purposes. ITOS may use aggregate statistics, such as Client's geographical location or a user's frequency of web site use, so long as this information does not contain an individual's personal data. ITOS may also use data to comply with legal requirements or to defend itself against any legal claim. Should ITOS use data for purposes other than providing products or services, complying with legal requirements, or defending itself against any legal claim, ITOS will first notify the individual whose data is sought to be disclosed and provide the individual with the ability to opt out of such disclosure. Furthermore, we adhere to strict security procedures in an effort to fully protect your information.

Data Protection. As a global company, we provide the highest quality global payroll services, but we may share your personal information among our subsidiaries or service providers outside of your home country. ITOS understands that the data protection laws may not provide the statutory protection for personal data as in the US or under the EU Data Protection Directive be less stringent in other countries, but we will take the appropriate steps to ensure that your personal information is handled as described in this Privacy Policy.

Data Safeguards. ITOS restricts access to an individual's personal data to those employees who need to know such information in order to provide a product or service for which it has been engaged. If a third party is performing any service on ITOS' behalf, we ensure that the third party provides at least the same level of privacy protection that ITOS utilizes or that which is required by local law. ITOS also maintains physical, electronic, and procedural safeguards to secure the privacy and protection of any such information from unauthorized access and use, alteration and destruction. You should exercise discretion in what information you send to us by email. We cannot guarantee that email sent over the internet is secure and will not be intercepted by others before it reaches us. We are not responsible for the security of information contained in emails sent over the internet.

Who should use this web site. ITOS' web site is intended to provide general information about ITOS and its services. The website is intended for adults and not children over the age of 18. ITOS will not knowingly collect personal information from children under 13 years of age, nor allow children under the age of 13 to use certain features of our website without the consent of a child's parent or guardian. ITOS does not allow unaffiliated third parties to collect personal information about you and if we do engage in this practice in the future, we will provide notice so that you may opt-out.

Policy Maintenance. From time to time, ITOS may change our privacy policy, and we will make reasonable efforts to publish such changes, as will be evidenced by the "last updated" date on the policy.

External Links. In some cases, our website links to other sites that collect personal information by and for other parties. In these cases, the personal information you provide on those sites is governed by the privacy policy of that site. We do not assume responsibility for the actions of other parties. However, we will use reasonable efforts to maintain secure connections with you and limit access to databases containing your personal information to authorized parties, including our own employees, whose access to your information is on a need to know basis.

Disclosure to government. We reserve the right to monitor and disclose, without your consent, any communications or personal information, whenever requested to do so by courts, government agencies or by law enforcement authorities. We will use reasonable efforts to address concerns you may have about your personal information.

Contact Information. For inquiries, complaints, information on the types of third parties to which ITOS discloses information, or other information relating to ITOS' use, disclosures, or transfer of information, please contact by using the "Contact Us" area of the site.





POLITICA DE CALIDAD

ITOS brinda soluciones de tercerización en gestión de compensación de talento humano a través de procesos automatizados dirigidos a empresas multinacionales con operaciones en la región de Latinoamérica. Estamos comprometidos en ser una empresa socialmente responsable con todas nuestras partes interesadas, enfocados al cumplimiento de sus requisitos, en aumentar la satisfacción de los clientes y en la mejora continua de nuestro sistema de gestión de la calidad.

