

Encryption Measures:

The encryption methods in place utilize 256 bit ACS/MD5 encryption.

Notification Procedures:

Immediately upon detection or notification of an unauthorized access and/or dissemination of payee personal information, SourcePointeHR will notify client via telephone. Also, each individual payee will be immediately notified of the unauthorized access / dissemination via email and notice delivered via U.S. Postal Service.

Personal information shall be defined as;

- Social security number;
- Driver's license number or state issued identification card number; or
- Account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

Note: Notification may be delayed due to the determination of law enforcement agencies that notification would impede an ongoing investigation.

Location Security:

Databases are located in a certified SSAE 16 compliant (f/k/a SAS 70) facility.