



## **COOKIE POLICY**

Paycor, Inc. values your privacy, and is committed to being transparent about the technologies it uses. We have created this cookie notice (“Cookie Policy”) to explain how and why cookies, web beacons, and other similar technologies (collectively “Cookies and Other Automated Information Collection”) may be stored on and accessed from your device when you use or visit any website or app that posts a link to this Policy (collectively, “Sites”). This Cookie Policy should be read together with our Privacy Policy.

By continuing to browse or use our Sites, you agree that we can store and access Cookies and Other Tracking Technologies as described in this Cookie Policy.

## **DISCLAIMER**

Paycor believes all the statements and information provided in this Cookie Policy to be accurate and reliable, but presents them without guarantee, expressed or implied. Statements concerning the possible use of our products, including but not limited to the design of the products and systems, are made without representation or warranty that any such use is free of patent infringement, and are not recommendations to infringe any patent.

## **COOKIES**

In an effort to publish content visitors need and want, we collect summative site-visitation statistics using cookies. A “cookie” is a small data file transmitted from the Sites to your computer’s hard drive. Cookies are usually defined in one of two ways, and we may use both of them:

- (1) session cookies, which do not stay on your computer after you close your browser, and
- (2) persistent cookies, which remain on your computer until you delete them or they expire.

When a user visits our site, a cookie is placed on the user’s machine (if the user accepts cookies) or is read if the user has accessed the site previously. Cookies may be a first-party cookies, which are cookies that belong to Paycor and that Paycor puts on your device, or third-party cookies, which are cookies that another party puts on your device through our Site.

Paycor may contract with third-party service providers to e-mail users. To help measure and improve the effectiveness of our e-mail communications, and/or to determine whether messages have been opened and links clicked on, the third-party service providers may place cookies on the devices of these users. For more information on how these companies collect and use information on our behalf, please refer to their privacy policies.

We do not use this technology to develop or access personally identifiable information about you or to track your use of the site; rather, it is a tool we use to compile statistics about our Sites and mobile applications usage. We do not share this information outside of Paycor, and do not allow other companies to place technology on our site that would develop personally identifiable information.

Our Cookies are used for the following purposes:

**Necessary Cookies** - These Cookies are essential to allow us to operate our Sites so that you may access them as you have requested. Without these cookies, services you have requested, such as recognizing that you have created an account and have logged into that account to access Site content cannot be provided. They also include Cookies that enable us to remember your previous actions within the same browsing session and secure our Sites.

**Performance Cookies** - These cookies are used by Paycor or third-party service providers to collect anonymous information on how people use our Sites to help us understand how you arrive at our site, browse or use our Sites and highlight areas where we can improve, such as navigation. The data stored by these cookies never shows personal details from which your individual identity can be established. For example, these Cookies track what pages are most frequently visited, and from what locations our visitors come from. These Cookies include, for example, Google Analytics cookies. The Site sends aggregated, non-personal information to Google Analytics for the purpose of providing us with the ability to conduct technical and statistical analysis on the Site's performance. For more information on how Google Analytics supports the Site and uses information sent from the Site, please review Google's privacy policy available at <https://policies.google.com/technologies/partner-sites>.

**Functionality Cookies** - These Cookies let us operate the Sites in accordance with the choices you make. These Cookies permit us to "remember" you in-between visits. For instance, we will recognize your user name and remember how you customized the Sites and services (e.g. adjusting text size, fonts, languages and other parts of web pages that are alterable) and provide you with the same customizations during future visits. The information in these cookies may be anonymized. These cookies cannot track your browsing activity on other websites.

**Advertising Cookies** - These cookies collect information about your browsing habits in order to make advertising more relevant to you and your interests. We may also allow our third-party service providers to use Cookies on the Sites for the same purposes identified above, including collecting information about your online activities over time and across different websites. The third-party service providers that generate these Cookies, such as Google, LinkedIn, and Facebook, have their own privacy policies, and may use their Cookies to target advertising to you on other websites, based on your visit to our Sites.

## DISABLE COOKIES

The cookies are designed to help you get the most from the Site but if you do not wish to receive cookies, most browsers allow you to change your cookie settings. These settings will typically be found in the "options" or "preferences" menu of your browser. Please note that if you choose to refuse cookies you may not be able to use the full functionality of our Site.

If you want to remove cookies that were placed on your device in the past you can manually delete the cookies at any time. However, this will not prevent the Sites from placing further Cookies on your device unless and until you adjust your Internet browser setting as described above.

#### OTHER AUTOMATED INFORMATION COLLECTION

Paycor uses third parties that automate information collection through the use of beacons, pixels, web links, or other similar third-party tracking mechanisms.

A web beacon is a graphic image, which is put in an email or on a website that alone, or in conjunction with cookies, compiles information about your interaction with a Paycor website or email. For example, we may add web beacons to the communications that we send to you to determine whether you have opened our email or clicked a link. The analysis gathered helps us improve the effectiveness of content and format of our websites and email communications.

#### DISABLE AUTOMATED INFORMATION COLLECTION

You can configure your e-mail program to disable the functionality that enables remote images from loading and by not clicking on any links in the email can prevent the tracking associated with web beacons.

#### Do Not Track Disclosure

Other than as disclosed in the Privacy Policy and Cookie Policy, the Site does not track users over time and across third-party websites to provide targeted advertising. Therefore, the Site does not operate any differently when it receives Do Not Track (“DNT”) signals from your internet web browser.

#### UPDATES TO THIS PRIVACY POLICY

It may be appropriate to update our Cookie Policy and other terms and conditions from time to time. We reserve the right to update this Cookie Policy at any time in our sole discretion, with or without advance notice. We will post any changes on the Cookie Policy page of the Site so you are always aware of any change.

#### GENERAL CONTACT INFORMATION

If you have any questions about this cookie notices you can contact us through the following methods.

Email: [privacy@paycor.com](mailto:privacy@paycor.com)

Send mail to:  
Attn: Privacy Request  
Paycor

4811 Montgomery Road  
Cincinnati, OH 45212  
Call 800.381.0053

If you are a Paycor client, contact your Paycor Specialist.