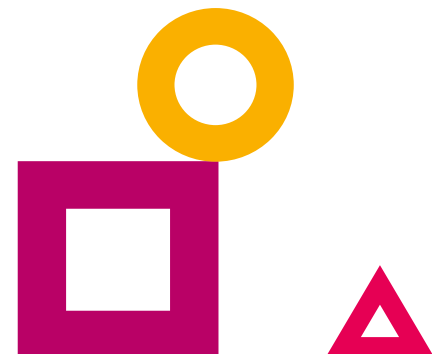


# Your Payslip Portal Guide

## *my@PayWindow*

As your Employer, it is our job to ensure that your sensitive information is secure when it comes to delivering your payslip, which is why we are introducing you to our employee portal.

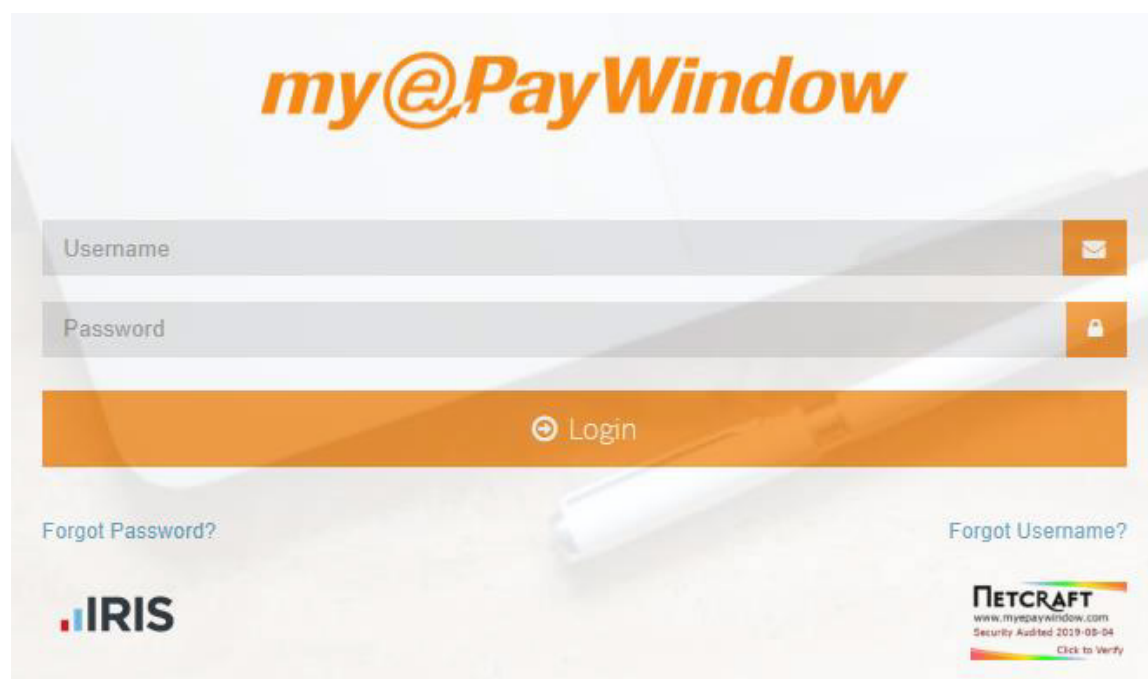
myePayWindow is a secure portal where you can access your payslip and personal information 24/7 from your computer, tablet or mobile device.



### It's simple, secure and easy to set up.

#### Step 1

You will receive an email from donotreply@myepaywindow.com inviting you to register. This registration process requires that you enter various personal data, so we suggest you have a previous payslip to hand before starting. Just follow the steps and create your own Username and Password and simply login!



#### Step 1

Once you have logged in, it's easy to navigate around the system, but if you need guidance, just click on your name in the top right hand corner where you will find the User Guide.

#### The Benefits

- Access your payslip 24/7 via desktop, tablet and smartphone devices.
- Create your own memorable username and password.
- Keep everything in one place, so when you need your payslip or P60, you know where it is.
- Data is securely transmitted via SSL encryption, which is the same as banking and secure payments.
- Environmentally friendly, so saving your planet and GDPR compliant.

#### Whats Next

Keep an eye out for your Welcome Email from donotreply@myepaywindow.com

## Security by Design



Information Security has always been the prime consideration in the development of Star's desktop applications and cloud services and our business is also certified to ISO27001 a measure of just how seriously we take security.

**To ensure your data is protected our new payroll collaboration Portal, myePayWindow employs specific security features as follows:**

### Data Transmission

All information is transmitted to and from myePayWindow over the Internet securely via SSL encryption – the same as that used for online banking and secure payments.

- Transmission security is backed up by certificates issued by trusted authority, Verisign.

### Physical Data Storage

All data is stored at Rackspace Limited, which provides a dedicated UK only data centre. It is accredited and certified to ISO27001, AICPA-SOC and PCI-DSS standards

- Portal data and documents (where applicable) which are stored in the portal are hashed or encrypted at rest
- using TDE, AES 128

### Storage limitation principle

In accordance with principle 5 of the EU-GDPR data will only be held on myePayWindow for 'limited' time periods:

- Data will be anonymised for leavers, 3 months after their leave date
- Uploaded documents will be deleted automatically after a set time
- AE letters will be stored for 12 months; other documents for a maximum of 3
- Documents uploaded by Employers will be stored for 2 months after the pay date to which they apply

### Website penetration

The portal is secured behind enterprise grade firewalls and subject to weekly and annual auditing by third-party security specialists Netcraft Ltd, one of the UK's leading Web Application Testing organisations.

### Audit trail

- All actions carried out on the portal are audited and traceable to an individual user.

### Consent

All users must confirm their consent to use the portal upon registration and can withdraw consent at any time and their account is then locked.

- The myePayWindow privacy policy is downloadable from within the site.

### Shared responsibility

The bureau, employer and Star all share responsibility as Data Controllers/Processors. It is the responsibility of the bureau and their employer clients to ensure that they also comply with GDPR requirements.