

Ceridian's Ten Privacy Principles

Fairness and Transparency: We provide notice about how Ceridian processes personal data.

Lawful Processing: We make sure that we have a good, lawful reason to process personal data.

Purpose Limitation: We only collect personal data for the purposes identified in our notice and we limit the use of personal data to those purposes. If we want to reuse the personal data for a new purpose, we must make sure the original purpose and new purpose are compatible or provide additional notice prior to the additional use.

Data Minimization: We only process the personal data that is needed to provide the services or to accomplish the purpose for which it was collected.

Accuracy: We rely on our customers to supply us with accurate, complete and up-to-date information that is relevant to the purposes identified in the notice and in our customer contracts. Once under our control, we maintain accurate and complete personal data that is relevant to the purposes identified in the notice.

Retention: We keep personal data only as long as necessary to fulfil the stated purposes or as legally required and then we delete or de-identify it.

Safeguards: We protect personal data using recognized industry standard security safeguards appropriate to the sensitivity of the information. We take reasonable precautions to protect personal data from getting lost or stolen.

Individual Rights: We allow individuals the right to access, correct or erase their personal data, or object to it being used for certain purposes, as required by law.

Cross Border Transfers: We have safeguards in place for the transfer of personal data between countries.

Accountability: We take steps to make sure our processing of personal data complies with the [Ceridian's Global Privacy Notice](#) and these Ten Privacy Principles.