DISCLOSURE ON HOSTING PROVIDER

Effective Date: October 01, 2020
Last Updated: July 01, 2026

PayrollPRO.PH values the security and privacy of client data. To deliver reliable and secure payroll and HRIS services, PayrollPRO.PH relies exclusively on trusted **hosting providers**.

PayrollPRO.PH does not engage third-party sub-processors for any form of data processing. All personal and payroll-related data are managed directly by PayrollPRO.PH and hosted exclusively on trusted providers, namely DigitalOcean, Microsoft Azure, and Google Workspace. These providers are certified under internationally recognized security standards (ISO/IEC 27001, SOC 2, GDPR frameworks) and implement strong safeguards such as data encryption, access controls, and regular security audits to ensure the confidentiality, integrity, and availability of client data.

---

1. Hosting Providers Used

PayrollPRO.PH currently engages the following hosting providers:

1.1 DIGITALOCEAN

- **Role:** Primary cloud hosting and infrastructure provider for application servers and data storage.
- **Security Standards:**
  - ISO/IEC 27001 certified
  - SOC 2 Type II compliant
  - GDPR-aligned security framework
  - Data encryption in transit and at rest

1.2 MICROSOFT AZURE

- **Role:** SSO authentication, Cloud backup and disaster recovery hosting provider.
- **Security Standards:**
  - ISO/IEC 27001, ISO/IEC 27018 certified
  - SOC 1, SOC 2, and SOC 3 compliant
  - CSA STAR certified
  - Encryption and advanced threat protection

1.3 GOOGLE WORKSPACE

- **Role:** Secure communication and productivity platform used for internal and client correspondence (e.g., email, document sharing, SSO).
- **Security Standards:**
  - ISO/IEC 27001, ISO/IEC 27017, ISO/IEC 27018 certified
  - SOC 2 Type II compliant
  - GDPR-compliant infrastructure
  - Multi-factor authentication and encryption in transit and at rest

---

1.4 DOTPH

- **Role:** Domain registry and hosting provider for *.ph domains used by PayrollPro.ph.
- **Security Standards:** Operates under ICANN and PH regulatory requirements with industry-standard security practices.
- **Safeguards:** Domain management security, DNS protection, and registry-level safeguards to prevent unauthorized domain access or hijacking.

---

2. Security Assurance

All hosting providers engaged by PayrollPRO.PH:

- Comply with **international security standards and certifications** (ISO/IEC 27001, SOC 2, GDPR frameworks).
- Implement **data encryption at rest and in transit**.
- Maintain **strict access control and monitoring systems**.
- Undergo **regular third-party audits and vulnerability testing**.

---

3. **Accountability** (Data Access Accountability and Security Responsibility)

The **Client (Subscriber)** remains **fully responsible** for:

- Granting and managing access for all types of their internal users within the system; and
- Ensuring the protection of their own employee data in accordance with their internal policies.

PayrollPRO remains **fully accountable** for the security of the system, databases, and repositories, ensuring the protection of all client data and employee-sensitive information.

Hosting providers act solely as infrastructure providers and do not access, process, or use payroll data for any other purpose.

---

4. Updates to Hosting Arrangements

PayrollPRO.PH will update this disclosure if additional hosting providers are engaged or if material changes occur in hosting arrangements. Clients will be notified in advance of any significant changes.