

PayPro TPA Privacy Notice

Effective Date: August 20, 2026

Overview

PayPro TPA (PayPro) is committed to protecting the privacy and security of personal information entrusted to us. This Privacy Notice describes our practices regarding information processed in connection with payroll administration, COBRA administration, health savings accounts, flexible spending accounts, health reimbursement arrangements, commuter benefits, and related employee benefit services.

Our Role

PayPro generally acts as a service provider and contractor on behalf of employers, employee benefit plans, plan sponsors, and other business clients. PayPro processes personal information in accordance with applicable contracts and legal requirements.

Website Practices

The public website located at www.payprotpa.com is primarily informational. The website may provide enrollment forms and other documents that individuals may download, complete, and provide directly to their employer or plan sponsor. Information entered into downloadable forms is not collected, stored, maintained, or retained by the public website itself.

Third-Party Platforms

PayPro currently utilizes WEX platforms, MPAY platforms, and may utilize other payroll, banking, benefit administration, reimbursement, compliance, and technology platforms as needed to provide services. Information submitted through these platforms is subject to applicable agreements, privacy notices, and legal requirements.

Information Processed

Depending on the services being provided, PayPro may process contact information, employment information, payroll information, benefits enrollment information, dependent information, financial information, government-issued identifiers, and information necessary to administer employee benefit plans.

How Information Is Used

Information may be processed to administer benefits and payroll, provide participant support, process reimbursements, determine eligibility, prevent fraud, maintain security, fulfill contractual obligations, and comply with legal requirements.

HIPAA

Certain health information may be maintained on behalf of covered entities, group health plans, plan sponsors, or business associates and may be subject to HIPAA. Where HIPAA applies, protected health information is handled in accordance with applicable HIPAA requirements.

Data Security

PayPro maintains reasonable administrative, technical, and physical safeguards designed to protect personal information from unauthorized access, disclosure, alteration, or misuse.

Data Retention

Personal information is retained only as long as reasonably necessary to provide services, satisfy contractual obligations, comply with legal requirements, resolve disputes, and protect legal rights.

California Residents

California residents should also review PayPro's California Consumer Privacy Notice, which provides information regarding rights available under California law.

Contact Information

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