

## SAMPLE EMAIL TO EMPLOYEES

If you wish, you can use this template to construct an email helping your employees to understand why you are enabling Equifax Verification Exchange®, to explain the benefits for them, and to direct them to our website, where they can learn how the service works.

### Subject line: A secure way to verify your employment income

Hi [Employee First Name],

[Employer Name] is pleased to announce the Equifax Verification Exchange® service is now available for our employees.

The Verification Exchange is a data protection and risk mitigation solution that is now integrated with our payroll system. It enables your employment income information to be digitally and securely shared with financial institutions or others when you want to share it. It is a secure method of data storage and transfer that removes unnecessary manual involvement, administration, and cybersecurity risks.

For you, this means:

- your employment and income information are only disclosed when you provide consent to, say, your broker or financial institution for them to receive it
- your personal information is not emailed or discussed over the phone with any third party
- you can expect to receive quicker decisions on any financial product or service, such as a personal loan or mortgage, at no cost
- you do not need to download, print, or email any of your payslips for third parties

At all times you remain in control of your data. Your personal information is held securely. The collection of that personal information is necessary for the service, and it is not made available for any other purposes.

The Verification Exchange solution is tailored to meet our Australian regulatory environment and all data is hosted in Australia. Unless you (or the entity you choose to deal with) is offshore, it is not likely that your personal information will be disclosed to overseas recipients. If you want more information, you can go to <https://www.equifax.com.au/verificationexchange/employees>. You can also view the Privacy Policy at <https://www.equifax.com.au/hrsolutions/termsandconditions.html>.

In addition, if ever a concern arises, you can always request to have your information blocked by Equifax at any time. You can also send a request to the Verification Exchange to view your personal information, as allowed by the Australian Privacy Principles. Verification Exchange can be contacted at [support.au.ve@equifax.com](mailto:support.au.ve@equifax.com) or by phone on 1300 598 889.

Many thanks,  
[Your email signature]