

## **Privacy Policy**

This is the privacy policy of PayeDoc Payroll Services Ltd (“we”, “us”, and “our”) which is a private limited company registered in England and Wales, with company number 07976250. This policy describes our collection, use, disclosure, retention, and protection of your personal information.

### **How we collect information**

We collect information about you when you:

- Visit our website. This relates to standard internet log information and details of visitor behaviour patterns collected using cookies.
- Use the “Contact Us” and “Get a Quote” forms on our website. This includes your name, email address, company name, address and phone number.
- Contact us offline via telephone, fax, email or post.

If you are giving us personal information about other people, you must ensure that you have been given their explicit consent to do so and explained how we process their information. We may also get information about you from certain other organisations, or give information about you to them to make sure our information is accurate and we are able to fulfil our legal and contractual needs. These other organisations include HMRC, NHS Pensions Agency, Scottish Public Pensions Agency (SPPA), NEST Pensions, other local authorities (in the case of attachment of earnings orders) and private sector organisations such as banks if we make any BACS payments for you.

### **How we use the information about you**

We will use information from cookies to track visitor use of the website and to compile statistical reports on website activity. We will use the information from the forms on our website to either respond to your query or work towards providing you with a quote for our payroll services. We do not share this information with companies outside of PayeDoc Payroll Services Ltd.

Any payroll information sent to us is stored and processed on your behalf and not used for any purpose other than our obligations concerning the processing of your payroll. We will send payment submissions electronically to HMRC each month and pension contributions, starters and leavers to the NHS Pensions Agency, SPPA and NEST, as legally obliged. We retain your payroll information for a minimum of 3 years from the end of the tax year it relates to, as per HMRC regulations. We retain website form details, emails, faxes and post for the duration of our business relationship and afterwards for as long as is necessary and relevant for our legitimate business purposes.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at [enquiries@gppayroll.org.uk](mailto:enquiries@gppayroll.org.uk) or write to us at the following address: Data Protection Officer, PayeDoc Payroll Services Ltd, 174 Hoylake Road, Moreton, CH46 8TQ.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information, visit [www.aboutcookies.org](http://www.aboutcookies.org) .

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

## **Security and storage of information**

We will keep your information secure by taking technical and organisational measures against unauthorised or unlawful processing and loss, destruction or damage. We will endeavour to protect your personal information but we cannot guarantee the security of the data which is submitted to our website and services via an internet connection. If you have been given a username and/or password to access our website or specific documents, please keep these details safe. If you believe your user account has been compromised, please contact [enquiries@gppayroll.org.uk](mailto:enquiries@gppayroll.org.uk).

Although we try to be as helpful as possible to our clients and their staff, we can only deal with enquiries from the named contacts at each of our clients and can only send information to nominated email or postal addresses. If you would like us to speak to an individual employee, or third party, regarding a specific issue (or email/fax details directly to them) we will need authorisation from one of the named contacts at your organisation before we can do this.

## **Changes to our privacy policy**

We regularly review and, where necessary, update our privacy information. If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes to clients before starting any new processing.

## **How to contact us**

If you have any queries about our privacy policy or information we hold about you, please contact us via:

- Email at: [enquiries@gppayroll.org.uk](mailto:enquiries@gppayroll.org.uk)
- Post at: PayeDoc Payroll Services Ltd, 174 Hoyle Road, Moreton, CH46 8TQ.
- Fax at: 0151 605 0172