

Privacy Policy

Introduction

- We are committed to safeguarding the privacy of our clients. In this policy we explain how we will handle your and your employee's personal data.
- We do not use any client or employee data for any purpose other than those contracted in our service agreement.

1. How we use your personal data

In this section we have set out:

- The general categories of personal data that we may process.
- The purpose for which we may process personal data and;
- The legal bases of the processing.
- Any data provided to us for the purpose of providing our services will be used only for that purpose.
- Data received will be processed in accordance with the services contracted between us and you. These services are considered essential for the running of your business and for you to be compliant with statutory regulations. You have contracted us to maintain such compliance and process the data received by us for that purpose only.
- The legal basis for this processing is consent by you as our client to remain compliant with legislation and obligations as an employer under defined government requirements (including, but not limited to HMRC requirements) and to ensure your employees are paid lawfully under the present government regulations.
- We may process your or your employee's personal data that is provided in the course of the use of our services called **service data**. The service data may include personal information required to process payroll and related services in a manner compliant with statutory regulations and to ensure that you or your employees are legally allowed to work in the UK. The source of the service data is you as our client. The service data may be processed for the purpose of providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is consent.
- We may process information contained in any enquiry you submit to us regarding products and or services called **enquiry data**. The enquiry data may be processed for the purposes of providing an agreed service to you or responding to your enquiry. The legal basis for this processing is consent.
- We may process information that you provide to us for the purpose of subscribing to our email notifications called **notification data**. The notification data may be processed for the purpose of sending you notifications. The legal basis for this processing is consent.
- We may process information contained in or relating to any communication that you send to us called **correspondence data**. The correspondence data may be

processed for the purposes of communicating with you and record keeping. The legal basis for this processing is our legitimate interests namely providing the named services to our clients and communicating with users of our services.

- We may process any of your personal data identified in the other provisions of this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out of court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.
- In addition to the specific purposes for which we may process your personal data set out in this section, we may also process any of your personal data where such processing is necessary for compliance with legal obligation to which we are subject, or in order to protect your interests or the interests of your employee's.
- Please do not supply any other person's personal data to us, unless we prompt you to do so or it is necessary in order for us to perform the services contracted between us.

2. Providing your personal data to others

- We will not disclose your personal details to any third parties without your prior written consent with the exception of those third parties and government agencies to whom the supply of such data is essential for us to perform the agreed services.
- We may disclose your personal data to our insurers and/or professional advisers but only as reasonably necessary for the purpose of obtaining insurance coverage, managing risks, obtaining professional advice and managing legal disputes.
- Financial transactions relating to our services are or may be handled by a payment services provider or be processed on software licensed from a third party. Such service provider will only be used when necessary for the performance of the agreed services. We will share transaction data with our payment services providers only to the extent necessary for the purposes of processing.

3. Location of your personal data

- Your personal data will remain within the UK and will not be transferred outside of the UK by us at any time.
- Our offices are based within the UK.
- The hosting facilities for our website and all data servers and back ups are situated in the UK.

4. Retaining and deleting personal data

- Our data retention policies and procedure are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

- We will retain and securely destroy your personal data as follows: -
- We will hold records of your payroll from inception of our contract but no longer than a maximum period of 7 years in order for us to comply with the law in retaining personal data. All records will be securely destroyed.
- If our contract is terminated we will return our paper records to you and remove our electronic records within a 3-month period.
- There may be an instance where we need to retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your interests or your employee's interests.

Amendments

- We may update this policy from time to time by publishing a new version on our website.
- We will notify you of such amendments by email or written communication.

Your Rights

- If you are unhappy with how your personal data is processed you can lodge a complaint with the supervisory authority for data protection in the UK. Their details are as follows:-

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Our details

- Our website address: www.payesolutionsltd.co.uk
- We are registered in England and Wales under registration number 4635602.
- Our principal place of business is Woodfield, Treworrack Lane, St Cleer, Cornwall PL14 6EF
- You can contact us by post using the postal address above or;
- By telephone on the contact number published on our web site or;
- By email using the email address published on our website
- When contacting us, we may require that certain information or requests are submitted only in writing.