# **Privacy Notice**

# **Bradford Community Payroll**

Updated 20th June 2018

This privacy notice explains how Bradford Community Payroll use any personal information we collect about you and your employees during and after your working relationship with us, when you use a payroll service, or invoice management service through Bradford Community Payroll. If you have questions or concerns please email the Payroll Manager, payroll@bradfordcpa.co.uk

Access to your information and correction

You have the right to request a copy of the information that we hold about you, known as ‘data subject access request’. If you would like a copy of some or all of your personal information, please email payroll@bradfordcpa.co.uk or write to The Payroll Manager at 19-25 Sunbridge Road, Bradford BD1 2AY. There is no charge for this.

We want to ensure that your personal information is accurate and up to date. Please keep us informed if your employees’ personal information changes during your contract with us, and your information changes if you are a Direct Payment Client. You may ask us to correct or remove information at any time if you think it is inaccurate.

# Processing your personal data

The personal information we collect, who we share it with and how long it is kept can be seen below.

Bradford Community Payroll is a Data Processor in relation to our clients. We collect information from you about your employees for the purpose of processing salaries and paying directly to your employees’ bank accounts. We will also process payments to relevant agencies and companies under your instruction. This information collected includes name, address, date of birth, start dates, national insurance numbers, bank account details, salary details, personal emails and company contact details including email addresses.

The legal basis for processing your data is performance of a contract. This means that personal information is collected from you, so that we can provide the service you have requested.

We will only retain your personal information for as long as necessary to fulfil the purpose of your agreement. The types of data above will be securely stored, with password protected files on our computerised systems, and in locked cabinets and store rooms for duration of your agreement with Bradford Community Payroll, to comply with legal requirements and General Data Protection Regulations (GDPR 2018). After an agreement has been terminated we will securely store your information in line with legal requirements, after which time your records will be deleted and destroyed.

We share this information with third parties in cases where we are legally obliged to such as HMRC, The Pensions Regulator, NEST Pensions, Pension Providers chosen by you, and also other Government Bodies. For Direct Payment clients we will also share information with Bradford Council.

We will not transfer your personal information outside the EU.