

Data Protection Privacy Notice for PATA Payroll Service



PATA and your personal data

PATA Payroll Service needs to keep certain personal information about its payroll clients in order to fulfil its contractual obligations. Processing of this personal information is governed by the UK General Data Protection Regulation (UK GDPR) 2018. Business information does not fall under the UK GDPR.

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures.

PATA's Data Protection Officer is Helen Ducker, Operations Manager, PATA (UK). Our register entry with the Information Commissioner's Office (ICO) is Z7207409.

Your Payroll Contact is the Data Controller for your personal data, which means that they decide what information they need to keep about you and why, and how they process and store that information. PATA Payroll is a Data Processor which means that we have specific legal obligations to maintain records of personal data and processing activities and to avoid data breaches. We take this very seriously and to the best of our knowledge are fully UK GDPR compliant. Our obligations around data processing are set out in the Payroll Service Terms and Conditions.

What personal data do we keep and process?

PATA only collects personal data which is necessary in order to fulfil our contract for providing payroll services. When you register with PATA Payroll Services we ask for the name, address, date of birth, marital status, gender, NI number and email address of each employee. This information is collected for us by the payroll contact. Employee information is kept in our SAGE payroll database, in electronic pdf files and in paper records. We also keep your PATA Payroll contact details in our membership database, which may include personal name, address, telephone number and email address information.

What do we use your personal data for?

We use the personal employee data in our payroll database to process employee wage payments based on information provided by your payroll contact. We generate individual payslips, which we either upload to the SAGE cloud, email to the payroll contact or print out and post to the payroll contact, according to the instructions you have given us.

We use the personal payroll contact information in our membership database and SAGE Accounts to send payroll reports by email or by post to the payroll contact, and to respond to problems and queries by telephone, mail, or email as part of our payroll service. We also use this email address to send PATA Payroll Bulletins throughout the year and also our user survey.

All personal data is treated as strictly confidential within PATA. We share employee data with HMRC for Real Time Information under PAYE guidelines and with pension providers in order to fulfil our statutory obligations. We do not share your personal data with any other third parties.

We do not use your personal data for marketing purposes.

How is your personal data stored?

Payroll data is stored electronically in a SAGE database kept on PATA's computers. These use a server which is provided by our IT support company Majestic and backed up to Microsoft's UK/EU data centres.

For information on how data which is stored on the SAGE cloud is handled please see the SAGE data privacy notice which can be found here: <https://www.sage.com/en-gb/legal/privacy-and-cookies/>

Payroll contact data is stored electronically in our membership database which is provided by Wild Apricot, a Canadian based company which uses computer servers operated by Amazon Web Services.

All of these companies are UK GDPR compliant

Personal data may be extracted from SAGE or Wild Apricot and stored on PATA's computers in the form of payroll reports or emails, or as paper records.

Electronic payroll data is password protected and can only be accessed by members of PATA's payroll team

We hold paper copies of payroll reports and email correspondence, which are secured in locked cabinets in a locked storage room. Only PATA's payroll team have access to these cabinets.

We provide a dedicated email address, payroll@pataglos.org.uk, which is only accessed by our payroll team. All payroll-related email correspondence should be sent to this address.

All paper correspondence should be addressed FAO Payroll Department to ensure it is only opened by a member of the payroll team. We provide pre-printed address labels marked "CONFIDENTIAL: PATA Payroll" for all paperwork which requires return back to PATA.

What is the legal basis for processing your personal data?

Your data is processed on the legal basis of your contract with us for payroll services.

How long do we keep your personal data for?

We keep your personal data for six years in addition to the current tax year. We keep electronic copies of emails for one year, and paper copies of all correspondence for six years in addition to the current tax year.

What are your rights with regard to your personal data?

Under the UK GDPR you have the right to:

- Know what personal data we keep about you
- Request a copy of the personal data we hold about you
- Request that we correct any personal data which is found to be inaccurate or out of date
- Request that we erase any personal data where it is no longer necessary for us to keep that data
- Request us to transmit the personal data that we hold about you to another data controller. (This right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means.)
- Withdraw your consent for processing to which you have previously given your consent. Please note that if you do this it may affect our ability to fulfil our contract with you.
- Not to be subject to automated decision-making. PATA Payroll Services do not use automated decision making.

Who to contact

If you have any queries or complaints, or wish to exercise any of the above rights, please contact our Data Protection Officer.