

## DATA PRIVACY NOTICE

We take your privacy very seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal data, your rights in relation to your personal data and on how to contact us and supervisory authorities in the event you have a complaint.

*Italicised* words in this privacy notice have the meaning set out in the Glossary of Terms at the end of this document.

### Who we are

abacus payroll bureau limited collects, uses and is responsible for certain personal data about you. When we do so we are required to comply with *data protection regulation* and we are responsible as a *data controller* of that personal data for the purposes of those laws.

We, abacus payroll bureau limited is a company registered in England and Wales (company number 5976871) whose registered office is at 3a Blue Sky Way, Monkton Business Park South, Hebburn, NE31 2EQ.

Any data provided to us for the purpose of our services (including but not limited to payroll processing purposes) will be used only for that purpose.

### The personal data we collect and use

In the course of providing our service to you we may collect the following personal data when you/ your employer provide it to us:

- *contact information*
- *identity information*
- *financial information*
- *employment status*
- *health status*

### Information collected from other sources

We also obtain personal data from other sources in the course of providing our *payroll services*. Where we obtain this information from another party it is their responsibility to make sure they explain that they will be sharing personal data with us and, where necessary, ask permission before sharing information with us.

The personal data we obtain from other sources may include the following:

- From your Employer (where your Employer has contracted us to process their payroll on their behalf):
  - *contact information*
  - *identity information*
  - *financial information*
  - *employment status*
  - *health status*
  - *court order requests*
- From HMRC:
  - Tax code notices
  - Student loan notices
  - Generic notifications

### How we use your personal data

The below table sets out:

- how we use your personal data
- the lawful bases upon which we collect and use your personal data
- who we routinely share your personal data with

Rationale/Reason for Processing	Lawful Basis for Processing	Third party recipients linked to that activity
<ul style="list-style-type: none"> <li>• to process your payroll in a manner compliant with statutory regulations and to ensure you are legally allowed to work in the UK</li> </ul>	Consent	<i>Software providers</i> <i>Government agencies</i> <i>Pension providers (if applicable)</i> <i>Employer</i>
<ul style="list-style-type: none"> <li>• to provide you with paper/ online payslips in a manner compliant with statutory regulations</li> </ul>	Consent	<i>Software providers</i> <i>Employer</i>
<ul style="list-style-type: none"> <li>• payment processing using BACs software</li> </ul>	Performance of a contract	<i>BACs software system</i>
<ul style="list-style-type: none"> <li>• to ensure records are maintained and provide administrative support for queries</li> </ul>	Performance of a contract	<i>Employer</i>
<ul style="list-style-type: none"> <li>• to process in accordance with Government</li> </ul>	Compliance with a legal	<i>Government agencies</i>

regulations surrounding court orders, student loans, tax code notices	obligation	
<ul style="list-style-type: none"> <li>to retain records of any services provided to you by us in order to defend any legal claims or complaints</li> </ul>	Legitimate Interests	n/a
<ul style="list-style-type: none"> <li>To provide you with details of products and services from us and third parties that may be of interest to you in accordance with your preferences</li> </ul>	Consent	n/a

## Special category data

Certain types of personal data are considered more sensitive and so are subject to additional levels of protection under data protection legislation. These are known as 'special categories of data' and include data concerning your health, racial or ethnic origin, genetic data and sexual orientation. Data relating to criminal convictions or offences is also subject to additional levels of protection.

We may process:

- health information and lifestyle information when providing payroll services in relation to fit for work notes, Statutory Sick Pay (SSP) and Statutory Maternity Pay (SMP);

In the course of our activities relating to the prevention, detection and investigation of financial crime, we may process criminal conviction or offence information. Where we do so, in addition to the lawful basis for processing this information set out in the above table, we will be processing it for the purpose of compliance with regulatory requirements relating to unlawful acts and dishonesty.

## Marketing

We may use personal data we hold about you to help us identify, tailor and provide you with details of products and services from us that may be of interest to you. We will only do so where we have obtained your consent and then have a legitimate business reason to do this and will do so in accordance with any marketing preferences you have provided to us.

In addition, where you provided your consent, we may provide you with details of products and services of third parties where they may be of interest to you.

You can opt out of receiving marketing at any time. If you wish to amend your marketing preferences please contact us:

By phone: 0844 050 22 54

By email: datacontroller@abacuspayrollbureau.co.uk

By Post: 3a Blue Sky Way, Monkton Business Park South, Hebburn, NE31 2EQ

In addition, you can opt out of receiving marketing at any time by clicking the 'unsubscribe' link at the bottom of every email.

## Whether information has to be provided by you, and if so why

We will tell you if providing some personal data is optional, including if we ask for your consent to process it. In all other cases you must provide your personal data in order for us to provide you with payroll services.

## How long your personal data will be kept

During our relationship with you we'll retain personal data which is necessary to provide payroll services to you.

Type of Record	Retention Period
Personal data held for the purposes of processing payroll	Data relating to the tax year of 2 years prior to the current tax year will be archived in our secure off-site storage facility, then securely shredded / deleted after 6 years.

## Transfer of your information out of the EEA

We will not transfer your personal data outside of the European Economic Area or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

## Your rights

You have legal rights under data protection regulation in relation to your personal data. These are set out under the below headings:

- To access personal data
- To correct / erase personal data
- To restrict how we use personal data
- To object to how we use personal data
- To ask us to transfer personal data to another organisation
- To object to automated decisions
- To find out more about how we use personal data

We may ask you for proof of identity when making a request to exercise any of these rights. We do this to ensure we only disclose information or change your details where we know we are dealing with the right individual.

We will not ask for a fee, unless we think your request is unfounded, repetitive or excessive. Where a fee is necessary, we will inform you before proceeding with your request.

We aim to respond to all valid requests within one month. It may however take us longer if the request is particularly complicated or you have made several requests. We will always let you know if we think a response will take longer than one month. To speed up our response, we may ask you to provide more detail about what you want to receive or are concerned about.

We may not always be able to fully address your request, for example if it would impact the duty of confidentiality

*we* owe to others, or if *we* are otherwise legally entitled to deal with the request in a different way.

#### **To access personal data**

You can ask *us* to confirm whether or not *we* have and are using your personal data. You can also ask to get a copy of your personal data from *us* and for information on how *we* process it.

#### **To rectify / erase personal data**

You can ask that *we* rectify any information about you which is incorrect. *We* will be happy to rectify such information but would need to verify the accuracy of the information first.

You can ask that *we* erase your personal data if you think *we* no longer need to use it for the purpose *we* collected it from you.

You can also ask that *we* erase your personal data if you have either withdrawn your consent to *us* using your information (if *we* originally asked for your consent to use your information), or exercised your right to object to further legitimate use of your information, or where *we* have used it unlawfully or where *we* are subject to a legal obligation to erase your personal data.

*We* may not always be able to comply with your request, for example where *we* need to keep using your personal data in order to comply with *our* legal obligation or where *we* need to use your personal data to establish, exercise or defend legal claims.

#### **To restrict our use of personal data**

You can ask that *we* restrict *our* use of your personal data in certain circumstances, for example

- where you think the information is inaccurate and *we* need to verify it;
- where *our* use of your personal data is not lawful but you do not want *us* to erase it;
- where the information is no longer required for the purposes for which it was collected but *we* need it to establish, exercise or defend legal claims; or
- where you have objected to *our* use of your personal data but *we* still need to verify if *we* have overriding grounds to use it.

*We* can continue to use your personal data following a request for restriction where *we* have your consent to use it; or *we* need to use it to establish, exercise or defend legal claims, or *we* need to use it to protect the rights of another individual or a company.

#### **To object to use of personal data**

You can object to any use of your personal data which *we* have justified on the basis of our legitimate interest, if you believe your fundamental rights and freedoms to data protection outweigh *our* legitimate interest in using the information. If you raise an objection, *we* may continue to use the personal data if *we* can demonstrate that *we* have compelling legitimate interests to use the information.

#### **To request a transfer of personal data**

You can ask *us* to provide your personal data to you in a structured, commonly used, machine-readable format, or you can ask to have it transferred directly to another *data controller* (e.g. another company).

You may only exercise this right where *we* use your personal data in order to perform a contract with you, or where *we* asked for your consent to use your personal

data. This right does not apply to any personal data which *we* hold or process outside automated means.

#### **To contest decisions based on automatic decision making**

If *we* made a decision about you based solely by automated means (i.e. with no human intervention), and the decision made by *us* produces a legal effect concerning you, or significantly affects you, you may have the right to contest that decision, express your point of view and ask for a human review. These rights do not apply where *we* are authorised by law to make such decisions and have adopted suitable safeguards in *our* decision making processes to protect your rights and freedoms.

#### **You can contact us for more information**

If you are not satisfied with the level of information provided in this privacy notice, you can ask *us* about what personal data *we* have about you, what *we* use your information for, who *we* disclose your information to, whether *we* transfer it abroad, how *we* protect it, how long *we* keep it for, what rights you have, how you can make a complaint, where *we* got your data from and whether *we* have carried out any automated decision making using your personal data.

If you would like to exercise any of the above rights, please:

- email or write to our Data Protection Officer at [datacontroller@abacuspayrollbureau.co.uk](mailto:datacontroller@abacuspayrollbureau.co.uk) or Data Controller, abacus payroll bureau limited, 3a Blue Sky Way, Monkton Business Park South, Hebburn, NE31 2EQ;
- let us have enough information to identify you, e.g. name, address, date of birth;
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and
- let us know the information to which your request relates.

## **Keeping your personal data secure**

*We* have appropriate security measures in place to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. *We* limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

*We* also have procedures in place to deal with any suspected data security breach. *We* will notify you and any applicable regulator of a suspected data security breach where *we* are legally required to do so.

## **Our supervisory authority**

If you are not happy with the way *we* are handling your information, you have a right to lodge a complaint with the Information Commissioners Office. It has enforcement powers and can investigate compliance with *data protection regulation* ([www.ico.org.uk](http://www.ico.org.uk)).

We ask that you please attempt to resolve any issues with us before the ICO.

## How to contact us

Please contact our Data Protection Officer if you have any questions about this privacy notice or the information *we* hold about you.

If you wish to contact our Data Protection Officer, please send an email to [datacontroller@abacuspayrollbureau.co.uk](mailto:datacontroller@abacuspayrollbureau.co.uk) or write to Data Controller, abacus payroll bureau limited, 3a Blue Sky Way, Monkton Business Park South, Hebburn, NE31 2EQ.

## Glossary of Terms

<b>we, us or our</b>	abacus payroll bureau limited, a company registered in England and Wales. (company number 5976871) and having its registered office at 3a Blue Sky Way, Monkton Business Park South, Hebburn, NE31 2EQ.		
<b>BACs software system</b>	abacus payroll bureau limited is a BACs approved bureau service using Accountis Europe Ltd secure system to provide payments directly to employee bank accounts.	<b>sanction check information</b>	this is information relating to your politically exposed persons (PEPs) status and Her Majesty's Treasury financial sanctions status, which is recorded to prevent fraud and money laundering
<b>contact information</b>	these are details that can be used to contact a person, including title, first name, surname, personal telephone number, fax, email address, home address, country, postcode or city of residence. This may also include work contact information such as work telephone number, fax, work email and work address.	<b>software providers</b>	software which assists us with resources to analyse data to assist us in providing you with payroll services (for a list of software providers which <i>we</i> use, please contact <i>us</i> – see <i>How to contact us</i> above)
<b>data controller</b>	means a natural or legal person (such as a company) which determines the means and purposes of processing of personal data. For example, <i>we</i> are your data controller as <i>we</i> determine how <i>we</i> will collect personal data from you, the scope of data which will be collected, and the purposes for which it will be used in the course of <i>us</i> providing you with <i>payroll services</i> .		
<b>data protection regulation</b>	applicable data privacy and protection laws.		
<b>employment status</b>	this is information about your work, if you are employed, self-employed, unemployed, a student or on job seeker allowance.		
<b>financial information</b>	this is information relating to your financial status, including salary/income, outgoings/expenditure, tax rate and P60.		
<b>government agencies</b>	HMRC, Department for Work and Pensions.		
<b>health information</b>	this is information relating to your medical history, including symptoms, diagnoses, procedures and outcomes (disclosed on fit for work notes).		
<b>identity information</b>	this is any information that can be used to distinguish a person or verify their identity, such as name, date of birth, place of birth, gender, marital status, national identity card/number, passport, drivers licence and national insurance number		
<b>payroll services</b>	processing your personal information to provide you and/ or your Employer with payroll details in a manner compliant with statutory regulations		
<b>product provider</b>	a company which provides pension, products (for a list of pension product providers which <i>we</i> work with, please contact <i>us</i> – see <i>How to contact us</i> above)		