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This privacy statement sets out how Kent Payroll services uses, processes and protects any personal data or information that you give when you interact with our organisation.

Kent Payroll services is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, and then you can be assured that it will only be used in accordance with this privacy statement and our personal impact assessment.

Kent Payroll services may change this policy from time to time by updating this page. This will be available on our website. In the case of a material change this will be sent to you. This statement is effective from 14th May 2018.

What we collect.

We will collect your personal data that includes the following:

- Your name.
- Date of birth and gender.
- Contact information including email address.
- Information about your remuneration, including entitlement to benefits such as pensions.
- Details of your bank account and national insurance number and tax code.
- Details of your days of work and working hours.
- Demographic information such as postcode.

What we do with the information we gather?

For customers - We require this information, so we can process the data to pay you in accordance with your employment contract and to administer benefits, pension and tax and insurance entitlements.

Internal record keeping - Information must not be kept for longer than is necessary. We will hold your personal data for the duration of your employment. The period for which your data is held after the end of your employment is 7 years under the HMRC retention policy.

Who do we share your personal information with?

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies (where applicable)

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We do not use cookies



Management Systems Manual.

PRIVACY STATEMENT.

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Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.

Your rights and access to information.

You may request details of the personal information we hold about you under the GDPR and Data Protection Act 2018. A small fee will be payable. If you would like a copy of the information held on you please write to Kent Payroll Services Limited, 73 Chatterton Road, Bromley, BR2 9QQ

If you believe that any information we are holding is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

For further details of GDPR including your full rights, please visit the Information Commission Office at <https://ico.org.uk/>