

Privacy Notice Payroll Employees

Who We Are

Cheshire Centre for Independent Living ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Cheshire Centre for Independent Living's registered office is at **Sension House, Denton Drive, Northwich, Cheshire, CW97LU** and we are a company registered in England and Wales under company number **4050994**. We are registered on the Information Commissioner's Office Register registration number, and act as the **data controller/data processor**. Our designated Data Protection Officer for the organisation is Jon Findlay, who can be contacted at DPO@cheshirecil.org or in writing to **Data Protection Officer, Sension House, Denton Drive, Northwich, Cheshire, CW97LU**

Information That We Collect

Cheshire Centre for Independent Living processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we may collect from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Driver's License Number
- Special Category Data

- Health/Medical information
- Bank details
- HMRC Status
- Right to work details
- Tax Code

We collect information in the below ways: -

- ***Electronic referral forms***
- ***Paper referral forms***
- ***Application forms from your employer***

How We Use Your Personal Data (Legal Basis for Processing)

Cheshire Centre for Independent Living takes your privacy very seriously and will never disclose or share your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with information on other services we deliver, you are free to withdraw this consent at any time.

The purposes and reasons for processing your personal data are detailed below: -

Payroll Service

- We collect your personal data in the performance of a contract between our service and your employer.
- To provide a service to your employer to ensure they meet their HMRC and payroll obligations.
- Where applicable to set up your employer's pension scheme to ensure legal obligations are met.
- We provide payslips, P45, and P60's to your employer.

How long will you keep this data for and why?

Data will be stored on our Case Management System for 7 years for taxation purposes. If your case closes the information will be archived and stored until the 7-year limit is reached.

How will my information be stored?

Data will be stored on the secure Cheshire Centre for Independent Living IT system (Payrunner and Sage Payroll) and physical forms will be stored in secure filing cabinets.

Your Rights

You have the right to access any personal information that **Cheshire Centre for Independent Living** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us; and to exercise your data portability rights.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. **Cheshire Centre for Independent Living** uses **third-parties** to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Blue Door Software

I.T support of the client database

We use Blue Door Software to support our client database. They have access to all data in the capacity of a processor on our behalf.

For more information about Blue Door Software, please read their Privacy Notice at <https://bluedoorsoftware.co.uk/privacy-notice/>

Data Space

All physical forms and files archived are stored with Data Space and conform to ISO/IEC 27001:2013. For more information please read their Privacy Notice at <https://www.data-space.co.uk/privacy-policy/>

Efixer

Our outsourced IT support has access to all electronic information to enable the company to deliver effective services. For more information please read their Privacy Notice at <http://efixer.com/privacy.pdf>

Safeguarding Measures

Cheshire Centre for Independent Living takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, **including:** -

- **SSL, TLS, encryptions,**
- **restricted access**
- **IT authentication**
- **firewalls**
- **anti-virus/malware etc**

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. **Cheshire Centre for Independent Living** does not transfer or store any personal data outside the EU.

Special Categories Data

Owing to the services that we offer; **Cheshire Centre for Independent Living** sometimes needs to process sensitive personal information (*known as special category data*) about you to:

- Produce payslips for periods of sickness and maternity

Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Lodging A Complaint

Cheshire Centre for Independent Living only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data in the first instance please contact:

Cheshire Centre for Independent Living
Jon Findlay
Sension House,
Denton Drive
Northwich
Cheshire
CW97LU
01606 331 853
DPO@cheshirecil.org

If you are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)
Email: enquiries@ico.org.uk

I confirm that I have been provided with a copy of this Privacy Notice
(please tick)

Name:

Date: