

## **Payroll Services**

### **Who we are and what we do:**

The Payroll team focuses on balancing and reconciling payroll data and depositing and reporting taxes. The payroll department takes care of wage deductions, record keeping and verifying the reliability of pay data. The payroll department delivers payroll checks, maintains compliance with tax laws, records paperwork for new hires and edits existing employee files.

### **Why we need your information and how we use it:**

We collect personal data and this will be used to undertake the following;

- To provide you with the appropriate services;
- Help us develop and improve our services;
- Complete statistical return to Government departments;
- To maintain our own accounts and records;

The lawful basis for processing your personal data is set out in Article 6 of the GDPR and is the following;

- ✓ Contract: the processing is necessary for a contract we have with yourself.

### **What type of information is collected from you:**

In order to effectively and efficiently provide the service to you some of the following information may be collected:

- name
- address
- email address
- contact number
- financial details ie bank account details

### **Whom your information may be shared with (internally and externally):**

Your data may be shared with the following:

- internal departments
- HMRC
- External auditors
- Job Centre Plus

- Midland HR
- Data graphics
- TNT
- Sage
- DWP
- Greenwich Service Solutions Limited
- Royal Borough of Greenwich
- Other third-party organisations, as allowed by law i.e UK Immigration Services
- Other partner agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate, such as police

**How long we keep your information (Retention policy):**

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected i.e for 7 years (6 years + current year) for regulatory purposes.