



# Privacy Policy



**Parkside Payroll is committed to keeping any of your private information confidential. If you subscribe or give us your information in any other way we will never share that information with anyone else and we will only use it in ways you can control.**

## **Privacy Policy in Full**

This privacy policy sets out how Parkside Payroll uses and protects any information that you give Parkside Payroll when you use this website or contact us via email or during the course of meetings. Parkside Payroll is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

Parkside Payroll may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

By using our services you are agreeing to be bound by this policy.

## **What we collect**

We may collect the following information when you complete forms to use our services:

- Name and job title
- Contact information, including email address and telephone number
- Bank information if paying your employee/s.

## **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- To enable an efficient payroll service
- To ensure legal requirements are met (HMRC, Pensions etc)
- To allow us to manage your account where appropriate
- Internal record keeping
- To improve our publications and services
- To customise the website according to your interests (feedback is anonymised)

## **Security**

We are committed to ensuring that your information is secure. In order 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.

## **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**

Information is only shared for the purposes of running payroll/managing accounts, so we may share with SCC, HNRC, Pensions Regulator and Insurance companies. We will not sell, distribute or lease your personal information to third parties. If you believe that any information we are holding onto 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.

You must give consent to collecting this data and our use as outlined above. You have the right from May 2018 to request to see the data and to have it deleted from our records. While ever we provide a service to you we will need to maintain records but these are always maintained securely and not shared with third parties (with the exception of essential account monitoring information being sent to SCC)

Feedback about our service which we collect annually may be posted to our website/Facebook page. This is initialised for anonymity and permission is expressly sought.

If you feel we have used or shared any of your information incorrectly you have the right to complain to the Information Commissioners Office (ICO). Their telephone number is 0303 123 1113.