



Privacy Policy

Thank you so much for your supporting your chosen charity/charities through the Payroll Giving scheme. This will make a huge difference to the causes that you have chosen, who are so grateful for the regular income, that supporters like yourself generate.

Everyone has rights with regard to the way in which their personal data is handled. During our activities, we will collect, store and process personal data about our customers, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

We will only use your information to enable your donation to reach your chosen charity or charities so you may be contacted in the event of a specific query needed to resolve any issue with the processing of your donation.

Your privacy

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act and equivalent EU regulations.

This policy, and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you, or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information.

We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website.

If you have any queries about this Privacy Policy, please contact us on enquiry@payrollgiving.co.uk or 01271 344360

By committing to donate through your pay, either by registering online or completing a paper registration form, you agree to your personal information being collected and used in the manner set out in this Privacy Policy as updated from time to time.

How do we collect personal information?

We collect personal information about you when you interact with us (generally when you first register for Payroll Giving)), or otherwise provide us with your personal information. We may record and monitor telephone calls for quality control purposes.

What personal information do we collect?

Personal information we collect about you may include your name, postal address, email address, phone numbers, date of birth, NI number or payroll number. We do not collect “sensitive personal data” about you.

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

How do we use personal information?

We use the personal information collected from you for these purposes:

- to enable your regular donation to reach your chosen charity/charities;
- to inform your employer of your decision to donate and to enable them to deduct the donation from your pay

Do we provide information to other parties?

We will never sell your data to any third party. We will not share your details with other entities for marketing purposes.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy, where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

Sometimes, we may need to share your information with a small number of trusted partners (service providers, agents and affiliated companies) for the purposes outlined above (e.g. a supplier that processes donor forms or a supplier that processes payments securely). Where we use third parties, we require them to adhere to appropriate controls to protect personal information.

We use 1&1 Servers, this means that internal documents and information which are generated at Payroll Giving in Action are stored in cloud services which are hosted within the EEA.

Exceptionally, we may use tools or services which process data outside the EEA; in these cases, we require suppliers to ensure adequate protection for personal data e.g. Microsoft may provide us with emergency support for Office 365 from outside the EEA in rare circumstances.

Data Security

Payroll Giving in Action Ltd is committed to keeping your personal information safe and secure and we have security policies and technical measures in place to help protect your information.

We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data will only be transferred to a data processing company if they are approved by us and agree to comply with these procedures and policies, or if they put in place adequate security measures.

All our employees and the employees of any subcontractors who process data on our behalf are obliged to comply with our strict information security procedures.

Cookies

We use these to improve the user's experience of our website, temporarily store data and understand the parts of the website that users are visiting. A cookie will help us gather statistics on the use of our website anonymously. You can set your browser to not accept cookies, but this may affect the functionality of the website.

Right of Access and Complaints

You have the right to ask us for a copy of the personal information we hold about you or ask us to change it if you think it is wrong. Please contact us for more information. If you are unhappy with our use of your personal data, you have the right to complain to the [Information Commissioner's Office](#) . We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to enquiry@payrollgiving.co.uk

Links and third parties

This policy only applies to Payroll Giving in Action Ltd

Payroll Giving in Action Ltd

In this Privacy Policy, Payroll Giving in Action means Payroll Giving in Action Ltd, company limited by guarantee 05985431 whose registered offices are at Millennium House, Brannam Crescent, Barnstaple, Devon, EX31 3TD