

Fair Processing Notice

Document Control
Reference: GDPR
Issue No: 3
Issue Date: 17/01/2018
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1. Scope

All data subjects whose data is processed by Cox & Co. Payroll Solutions Ltd.

2. Responsibilities

The Data Protection Officer/GDPR Owner is responsible for ensuring that this notice is placed in front of potential data subjects who will be employed by Cox & Co. prior to collecting/processing their personal data.

This notice must be placed in front of a potential client before transfer of data pertaining to payroll & pension outsourcing contract agreement between Cox. & Co. Payroll Solutions Ltd and the client wishing to outsource their payroll function. The Data Controller (Client) must ensure that this notice has been placed in front of a potential data subject when collecting data for payroll and pension setup.

3. Fair Processing Notice

The personal data we collect from you will be used for the following purposes (or part thereof):

- Fully managed payroll and pension outsourcing on behalf of the client
- Internal personnel records for staff of Cox. & Co. Payroll Solutions Ltd
- Email notifications to advise business owners/authorised payroll contacts of specific payroll duties, legislation of changes in services
- Email marketing for business owners/authorised contacts to promote additional services that Cox & Co. may offer which is connected to the nature of its core business.
- Notification to HMRC, DWP and any regulatory authority deemed as lawful and correct.

By consenting to this, you are giving us permission to perform those actions.

You may withdraw consent at any time by emailing enquiries@payrollsolutionsltd.co.uk.

What is personal data?

Under the EU's General Data Protection Regulation: Personal Data is defined as "any information relating to an identified or identifiable natural person ('data subject'; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Special categories of Personal Data

Certain data are classified under the Regulation as "special categories":

- Racial
- Ethnic origin
- Political opinions
- Religious beliefs
- Trade-union membership
- Genetic data
- Biometric data
- Health data

- Data concerning a natural person's sex life
- Sexual orientation

Consent is required for Cox & Co. to process personal data. Cox & Co. at the time of writing does not collect 'special category' personal data. If we request 'special category' personal data we will always tell you why and how the information will be used.

Why does Cox & Co. Payroll Solutions Ltd need to collect and store personal data?

Cox & Co. Payroll Solutions is:

- An employer (Data Controller)
As an employer it is necessary to hold relevant information relating to its own employees for personnel records, payroll and pension processing and health and safety. As such, Cox & Co. is **Data Controller** under GDPR.
- An outsourced payroll and pension provider for businesses in the UK (Data Processor)
As an outsourced payroll and pension provider, it is necessary to hold relevant information relating to the employees of the companies that it has a contract with. As such, Cox. & Co. is **Data Processor** and the client will remain Data Controller. Cox & Co. will act on behalf of the client and use the employers' data, so that it can:
 - Add new and maintain employee data held within the payroll software
 - Process and calculate pay
 - Process and calculate pension calculations
 - Process Attachment of Earnings Orders
 - Report to HMRC liabilities and perform EPS/FPS
 - Keep employee and employer pension scheme records up to date
 - Setup and provide an ePayslip service
 - Provide help-desk support to a client's employees
 - Keep Department of Work & Pensions up to date with employee records
 - Liaise and make available employee data under legislation such as Child Maintenance Service, Court Orders and any other legal or regulatory requirements.
 - Make BACS and Autopay transactions to pay employee wages

4. Document Owner and Approval

The Data Protection Officer/GDPR Owner is the owner of this document and is responsible for ensuring that this procedure will be reviewed in line with the review requirements of the GDPR.

A current version of this document is available to members of Cox & Co. Payroll Solutions Ltd staff, and employees of the businesses that it contracts outsourced payroll services to on the website www.payrollsolutionstld.co.uk.

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This procedure was approved by the Director (Stephen Cox) of Cox & Co. Payroll Solutions Ltd and is issued on a version-controlled basis under his signature.

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Steve Cox	13/07/17
2	Requirement for 'special category' removed	Steve Cox	13/09/17
3	Define responsibilities of Data Processor	Steve Cox	17/01/18