

Privacy Notice for Payroll

Reviewed Nov 2021 v1.0



Payroll

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at **www.bolton.gov.uk**

This notice provides additional privacy information for:

- Consumers of the Council's payroll service

It describes how we collect, use and share personal information about you

- In relation to payroll
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary depending on the service used and will include discount and exemption applications, payments, correspondence, appeals and recovery and enforcement.

Purposes

We collect your personal information for the following purposes:

- To pay you your monthly salary
- To process return to HMRC in respect of PAYE and National Insurance
- To process other information such as pensions.

Categories of personal data

In order to carry out these purposes we collect and obtain:

- Details about you such as name, address, telephone number, and date of birth.
- Bank details
- Employer details
- National insurance number
- Email address to allow you to access payroll self service

Legal basis for processing

The legal basis for processing your personal information is:

To allow us to undertake a payroll service and provide statutory and non-statutory returns. This is to fulfil a public task (statutory data return) and contractual obligations as detailed within article 6 of the UK General Data Protection Regulation. (GDPR).

Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Other departments or teams within the Council in order to provide our services e.g. Human Resources and Payroll
- Third parties when required to do so by law e.g. Her Majesty's Revenues and Customs (HMRC), and the National Fraud Initiative.
- Any agencies where you have given consent for them to deal with us on your behalf e.g. Citizens Advice Bureau
- Agencies working on behalf of the council such as enforcement agents

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law. In this case only the minimum information for the purpose will be shared.

Automated Decisions

For this service:

- In most circumstances the decisions we make about you involve human intervention.

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You have certain rights in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our Guide to exercising your Rights or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact The Information Commissioner's Office by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details