

PRIVACY NOTICE	Payroll	Version 1.00
AUTHOR	Payroll Manager	
DATE	20/07/18	

• Who is collecting my information?				
<i>Hereford & Worcester Fire Authority</i>				
• Where did you get my information?				
<i>From the individual, Government or Regulatory bodies such as HMRC or Department for Work and Pensions, Bank Automated Clearing Systems, Worcestershire County Council Pension Department and HM Court and Tribunal services.</i>				
• What information is being collected?				
<i>Information necessary to calculate and process data pertaining to the payment of salaries, operating PAYE, calculating net payment due after statutory and voluntary deductions, tax code issues, produce and despatch payslips, P11ds and P60s, process Bankers Automated Clearing Services, and provide and submit all necessary data for statutory reporting requirements.</i>				
<i>For some senior management employees the Authority are required to publish certain salary information on the Service website (Pay Policy Statement).</i>				
<i>The Personal Data includes, but is not limited to, each Employee's, Volunteer's or Member's name, date of birth, address, contact details, national insurance number, tax code, payroll number, employment information that is necessary for calculating salary due, attachment of earnings orders, voluntary deductions, pension scheme membership details, tax details and banking information.</i>				
• Why are you collecting this information?				
<i>Information is required for accurate salary payments to be made to adhere to statutory reporting regulations for such bodies as HMRC and Department of Work and Pensions.</i>				
• What are the legal reasons (legitimate grounds) for collecting my personal data?				
<i>The Fire Authority has a statutory duty and contractual requirement to pay members of staff their salary and any benefits or expenses they are due.</i>				
• What will my information be used for?				
<i>Information will be used in order for Payroll Department to calculate accurate salary payments and to contact members of staff regarding queries or concerns. It will also be used for reporting purposes to organisations such as HMRC, Department for Work and Pensions and Office for National statistics.</i>				
• How will my information be stored to guarantee security?				
<i>On a secured centralised computer system with access limited to designated individuals.</i>				
• Who will have access to my information?				
<i>Designated employees of Warwickshire County Council Payroll Department, who are the current Payroll provider appointed by Hereford and Worcester Fire Authority. Selected employees of the Authority who are responsible for the Payroll and Pension function.</i>				
• Will my information be shared with anyone other than the Fire and Rescue Service?				
Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>

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•	If YES, then how will this be done?
	<i>By secure electronic data transfer, secure email or postal service</i>
•	If YES, who with?
	<ul style="list-style-type: none"> <i>If necessary data may be shared with, but not limited to, the following organisations: HMRC, Department for Work and Pensions, Office for National Statistics, the Police, Warwickshire County Council Payroll Department, Worcestershire County Council Pension Department, Grant Thornton Auditors, Worcestershire Internal Audit Shared Services, Gartan Technologies, National Fraud Initiative, Home Office, The Pension Regulator and HM Court and Tribunal Services.</i> <i>In each case we will only share data to the extent that we consider the information is reasonably required for the purpose of calculating net payments due, and in compliance with our legal duties.</i>
•	Do I have the right to ask for my information to be erased?
	<i>No – Information is required as part of your employment contract and is required to be collected by law</i>
•	Do I have the right to object to my information being used?
	<i>No – Information is required as part of your employment contract and is required to be collected by law</i>
•	Do I have the right to ask for my data to be provided in a universally recognised electronic format e.g. CSV file?
	<i>Yes – Please contact the Performance & Information Department, Service Headquarters if you would like a copy of your records</i>
•	How long will you keep my information for?
	<p><i>We will only keep your personal data for as long as we need to. We may need to retain your data for as long as necessary to:</i></p> <ul style="list-style-type: none"> <i>fulfil the purpose(s) for which it was collected,</i> <i>to comply with our legal and regulatory obligations.</i> <i>to be able to defend future HMRC enquiries we would normally retain data for 7 years.</i> <i>Some data may be held longer than 7 years to enable the Authority to comply with potential employment law legislation changes, court determinations or pension scheme regulation amendments pertaining to the payment of salaries, benefits and expenses.</i>
•	How will my information be disposed of?
	<i>Electronic files will be deleted and paper records will be shredded by the designated employees responsible for the Payroll functions at the Fire Authority and Warwickshire County Council.</i>
•	Who do I contact if I have any questions?
	<i>Payroll Manager, Fire and Rescue Service HQ, 2 Kings Court, Charles Hastings Way, Worcester, WR5 1JR</i>

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- How do I make a complaint?

Step 1:

Please submit your issue via the Service's complaints system: [Comments and Complaints](#)

Step 2:

If you are not satisfied with the outcome of the internal review, you may [raise a concern](#) directly with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: casework@ico.org.uk

For Performance & Information Department to complete

GDPR	Section	Details
GDPR	Article 6(1)(b)	Contractual obligations

Other Legislation

The Income Tax (Pay As You Earn) Regulations 2003 (PAYE Regulations)
The Income Tax (Pay As You Earn) (Amendment) Regulations 2017
Income Tax Act 2007
Income Tax (Earnings and Pensions Act) 2003
Employment Rights Act 1996
Attachment of Earnings Act (AEA) 1971 + Courts Act 2003
AEA 1971 (The Attachment of Earnings Act)
Child Support (Collection and Enforcement) Regulations (CSR) 1992
Insolvency Act 1986
Social Security Contributions and Benefits Act 1992
Statistics and Registration Service Act 2007 section 39
Annual Survey of Hours and Earnings (ASHE) - section 1 of the Statistics of Trade Act 1947
Trade Union and Labour Relations (Consolidation) Act 1992
Local Government Pension Scheme Regulations 2013
The Finance Act 2018
The Pensions Act
The Firemen's Pension Scheme 1992
The Firefighters' Pension Scheme Order 2006
The Firefighters' Pension Scheme Regulations 2014