

PRIVACY NOTICE	<i>Payroll</i>	Version 2.0
Information Asset Area	<i>Payroll</i>	
Date	<i>November 2025</i>	

•	Who is collecting your information?
	<p>Hereford & Worcester Fire Authority</p> <p>You can contact us by email on info@hwfire.org.uk or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP</p>
•	What information is being collected?
	<p><i>The information includes, but is not limited to, each employee, volunteer or member's:</i></p> <ul style="list-style-type: none"> <i>Name, date of birth, address, contact details, National Insurance Number, tax code, payroll number, employment information necessary for calculating salary due, attachment of earnings orders, voluntary deductions, pension scheme membership details, tax details and banking information.</i>
•	Why are we collecting this information and what will we use it for?
	<ul style="list-style-type: none"> <i>To calculate and process data pertaining to the payment of salaries, operating PAYE, calculating net payment due after statutory and voluntary deductions</i> <i>To resolve tax code issues,</i> <i>To produce and dispatch payslips, P11ds and P60s</i> <i>To process Bankers Automated Clearing Services (BACS)</i> <i>To contact members of staff regarding queries or concerns.</i> <i>To prepare and submit all necessary data for statutory reporting requirements to organisations such as HMRC, the Department for Work and Pensions and the Office for National statistics</i>
•	What are the legal reasons (legitimate grounds) for collecting your personal data?
	<p><i>UK GDPR</i></p> <p><i>Article 6(1)(b) - For the performance of a contract</i></p> <p><i>The Fire Authority has a contractual duty to pay members of staff their salary and any benefits or expenses they are due.</i></p> <p><i>Article 6(1)(c) – To comply with the law</i></p> <p><i>The Fire Authority has a statutory duty to report certain information to various public bodies and government departments.</i></p> <p><i>Other Legislation</i></p> <ul style="list-style-type: none"> <i>The Income Tax (Pay As You Earn) Regulations 2003 (PAYE Regulations)</i> <i>The Income Tax (Pay As You Earn) (Amendment) Regulations 2017</i> <i>Income Tax Act 2007</i> <i>Income Tax (Earnings and Pensions Act) 2003</i> <i>Employment Rights Act 1996</i> <i>Attachment of Earnings Act (AEA) 1971 + Courts Act 2003</i> <i>AEA 1971 (The Attachment of Earnings Act)</i> <i>Child Support (Collection and Enforcement) Regulations (CSR) 1992</i> <i>Insolvency Act 1986</i>

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	<ul style="list-style-type: none"> <i>Social Security Contributions and Benefits Act 1992</i> <i>Statistics and Registration Service Act 2007</i> <i>Statistics of Trade Act 1947 - Annual Survey of Hours and Earnings (ASHE)</i> <i>Trade Union and Labour Relations (Consolidation) Act 1992</i> <i>Local Government Pension Scheme Regulations 2013</i> <i>The Finance Act 2018</i> <i>The Pensions Act 2014</i> <i>The Firemen's Pension Scheme 1992</i> <i>The Firefighters' Pension Scheme Order 2006</i> <i>The Firefighters' Pension Scheme Regulations 2014</i> 			
•	How will your information be stored?			
	<i>On a secured centralised computer system with access limited to designated individuals.</i>			
•	Who will have access to your information?			
	<ul style="list-style-type: none"> <i>Select employees of the Authority responsible for the Payroll and Pension function.</i> <i>Designated employees of Warwickshire County Council Payroll Department, who are the current Payroll provider appointed by Hereford and Worcester Fire Authority.</i> <i>The Authority are required to publish salary information of some senior management employees on the Service website (Pay Policy Statement).</i> 			
•	Will your information be shared with anyone other than the Fire and Rescue Service?			
	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
•	If YES, then how will this be done?			
	<i>By secure electronic data transfer, secure email or postal service</i>			
•	If YES, then who with?			
	<p><i>If necessary data may be shared with, but not limited to, the following organisations:</i></p> <ul style="list-style-type: none"> <i>HMRC</i> <i>Department for Work and Pensions</i> <i>Office for National Statistics</i> <i>Police</i> <i>Warwickshire County Council Payroll Department</i> <i>Worcestershire County Council Pension Department</i> <i>West Yorkshire Pension Fund</i> <i>Bishop Fleming Auditors</i> <i>Worcestershire Internal Audit Shared Services</i> <i>Gartan Technologies</i> <i>National Fraud Initiative</i> 			

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	<ul style="list-style-type: none"> • <i>Home Office</i> • <i>The Pension Regulator</i> • <i>HM Court and Tribunal Services.</i> <p><i>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></p>
•	How long will we keep your information for?
	<ul style="list-style-type: none"> • <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 legislation changes, court determinations or pension scheme regulation amendments pertaining to the payment of salaries, benefits and expenses.</i>
•	How will your 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, both at the Fire Authority and at Warwickshire County Council.</i>
•	Who do you contact if you have any questions about your information?
	Payroll Manager, Fire and Rescue Service HQ, Hindlip Park, Worcester WR3 8SP
•	What else do you need to know? Your Data: Your Rights
	<p>Under data protection legislation, you have statutory rights relating to your own personal data:</p> <ul style="list-style-type: none"> •Access - you have the right to know what data we hold relating to you and why, and to receive a copy of it; •Rectification - you have the right to have inaccurate information about you corrected; •Objection - you have the right to object to the Service using your information, and we would have to stop unless we have a sound overriding reason to continue; •Erasure, Restriction and Portability – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the Service may do with it or to receive a copy in machine-readable form to take to another organisation; <p>For more information on your rights under the data protection laws you can have a look at the Information Commissioner's Office website page by following this link https://ico.org.uk/your-data-matters/</p> <p>Should you wish to exercise any of your rights please contact the Information Governance department by email on informationrequests@hwfire.org.uk by phone on 0345 122 4454 (local rate) or by writing to:</p> <p>Information Governance Hereford & Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP</p>

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•	How do you make a complaint?
	<p>Should you have any concerns regarding the management of your personal data and wish to make a complaint, in the first instance please do so using Hereford & Worcester Fire and Rescue Service's complaints system: Comments and Complaints. If you are not satisfied with the outcome of the internal review, you may appeal the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 or E-mail: casework@ico.org.uk</p>