



TRS PAYROLL DATA PROTECTION POLICY

NOVEMBER 2024

info@trspayroll.co.uk | 0203 0110 611 | www.trspayroll.co.uk

TRS Payroll Ltd is Registered in England & Wales | Registration Number: 12013020
Registered Address | CT3 Building Investment Centre | Wigan | England | WN3 5BA



Last Updated: 17/12/2024

TRS Payroll ("we," "our," or "us") is committed to safeguarding the personal data of our clients, employees, and stakeholders. This UK Data Protection Policy outlines how we collect, use, store, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Purpose

This policy ensures that TRS Payroll:

- Complies with data protection laws and follows good practice.
- Protects the rights of individuals whose data we process.
- Demonstrates transparency about how personal data is managed.
- Reduces the risk of data breaches and protects the reputation of our business.

2. Scope

This policy applies to all personal data processed by TRS Payroll, including:

- Data of clients, employees, contractors, and suppliers.
- Any personal data processed in physical or digital formats.

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3. Key Principles

We adhere to the following data protection principles:

1. Lawfulness, Fairness, and Transparency

Personal data is processed lawfully, fairly, and transparently.

2. Purpose Limitation

Data is collected for specified, explicit, and legitimate purposes and not processed in a manner incompatible with those purposes.

3. Data Minimisation

Only data that is necessary for the intended purpose is collected and processed.

4. Accuracy

Personal data is kept accurate and up to date.

5. Storage Limitation

Personal data is retained only for as long as necessary for its intended purpose.

6. Integrity and Confidentiality

Personal data is processed securely to prevent unauthorized access, loss, or damage.

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4. Individual Rights

Individuals whose data we process have the following rights:

- Right to Access: Request a copy of personal data we hold about them.
- Right to Rectification: Request corrections to inaccurate or incomplete data.
- Right to Erasure: Request deletion of personal data in certain circumstances.
- Right to Restrict Processing: Request limitations on data processing.
- Right to Data Portability: Obtain and reuse their data across different services.
- Right to Object: Object to data processing based on legitimate interests or direct marketing.
- Rights Related to Automated Decision-Making: Safeguards against decisions made solely by automated processes.

Requests to exercise these rights can be made by contacting us at info@trspayroll.co.uk

5. Data Security

We implement appropriate technical and organizational measures to safeguard personal data, including:

- Access controls to limit who can view or process data.
- Encryption of sensitive information.
- Regular data protection training for employees.
- Policies for secure data handling and disposal.

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6. Data Sharing

We only share personal data with third parties where:

- It is necessary for the performance of our services.
- We have obtained explicit consent.
- We are required to do so by law.

Third parties with whom we share data are required to comply with our data protection standards.

7. Data Breaches

In the event of a data breach, we will:

- Notify the Information Commissioner's Office (ICO) within 72 hours if the breach poses a risk to individuals.
- Inform affected individuals without undue delay.
- Investigate and take steps to prevent future breaches.

8. Retention Policy

Personal data will be retained only as long as necessary for its intended purpose and in line with legal requirements. Once no longer needed, data will be securely deleted or anonymized.

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9. Contact Information

If you have any questions about this policy or how we handle your personal data, please contact:

TRS Payroll Email: info@trspayroll.co.uk

Email] Phone: 0203 0110 611

Address:

CT3 Building Investment Centre

Wigan

England

WN3 5BA

By using our services, you agree to the terms outlined in this UK Data Protection Policy.

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