

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances. For the purposes of The General Data Protection Regulation (GDPR) the data controller is Red Planet Business Services Limited. Red Planet Business Services Limited is a registered information controller with the registration number: ZA335149

## NATURE OF WORK – PAYROLL SERVICES

### Reasons/purposes for processing information

We process personal information to enable us to provide professional payroll services as an employer of contractors, to maintain our own accounts and records and to support and manage our employees. This includes for example, contacting you about your employment, updating our databases, arranging payments to you, processing expenses and developing and managing our services and relationship with you and our clients.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

We must have a legal basis to process your personal data, which are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

### Legitimate interest

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Our legitimate interests are as follows:

- Managing our database and keeping employees records up to date;
- Providing professional payroll services to you and our clients;
- Contacting you to seek your consent where we need it;

### Statutory/contractual requirement

The Company has certain legal and contractual requirements to collect personal data. Our clients may also require this personal data, and we may need your data to enter into a contract with you. If you do not give us consent to process your personal data, we may not be able to continue to make payments or process expenses.

### Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include: personal details, family details, financial details, education and employment details. We also process sensitive classes of information that may include: physical or mental health details in relation to employment. E.g. Accident at work

### Who the information is processed about

We process personal information about our employees

### Who the information may be shared with

We sometimes need to share the personal information we process with the individual them self and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with: financial organisations, current, past or prospective employers, suppliers and service providers, central government, debt collection and tracing agencies, professional advisers and consultants.

### Transferring information overseas

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply with the DPA.

### Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

We must also keep your payroll records, for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. This is currently 3 to 6 years.

### Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting:

Data Protection  
Red Planet Business Services Limited  
Unit 2, Star Business Park  
Congleton Road  
North Rode  
Macclesfield  
Cheshire  
SK11 9JA

Telephone Number: 0161 713 1730  
Email: [info@originem.co.uk](mailto:info@originem.co.uk)

Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

### Changes to this privacy statement

We will update this privacy statement from time to time. If we make any material changes, we will notify you.

### Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

Data Protection  
Red Planet Business Services Limited  
Unit 2, Star Business Park  
Congleton Road  
North Rode  
Macclesfield  
Cheshire  
SK11 9JA

Telephone Number: 0161 713 1730  
Email: [info@originem.co.uk](mailto:info@originem.co.uk)

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

### EMPLOYEE / SUB-CONTRACTOR ACCEPTANCE OF POLICY:

I Confirm I have read and understand the Description of processing / Privacy Statement.

I Confirm that I received a copy of my Contract of Employment and have read and understood points 38 and 39 and give my expressed consent to the processing of my personal data in line with the Privacy Statement.