

PRIVACY NOTICE

We use your data to

Deliver our services to you, as mutually agreed, and as specified in our Terms and Conditions

How we obtain the personal information

Most of the personal information we obtain and process has been provided directly to us, by you, in one of the following ways:

- Electronic Forms (powered by Microsoft 365)
- Paper forms via our website, or post
- Email
- Telephone calls

Indirectly, we also receive personal information from other sources, for example:

- Care Agency
- HMRC
- Nest (Pension scheme)
- Local Authority
- NHS

The type of information we collect

To provide you with payroll or managed account services, the data we need might include:

- Personal details, including; Name, Date of Birth, Address, Telephone Number and Email Address
- The details of other people related to your need for payroll or managed account services, for example; A person appointed by you for support, your employees, professionals within the Local Authority or Health who have a legitimate interest in your Payroll (when there is a funded budget)
- If you have a funded budget, your bank account details
- Unique requirements relating to your payroll or managed account
- Client contact records (email / telephone communication details)
- Invoices and receipts
- Company or Charity details; Name, Address, Company Number, designated contact

How we store your information

Beams Payroll Services Ltd store data electronically or in paper form, if necessary. All data is held securely and only employees have access to it. After we have saved data to electronic storage, paper copies containing personal information are destroyed.

Sharing of data we hold

So that we can support you properly, we may need to share payroll information with partners who have a legitimate interest, as necessary to maintain and monitor the direct payment or personal budget. We will ask for your agreement but if you refuse it may restrict your ability to access funding. These may include;

- The local Authority who fund your Direct Payment
- Organisations under contract to the local authority to provide Direct Payment Support
- Insurance companies and Legal Advisors
- Organisations authorised by you for us to deal with

We will never share your data with a third party for commercial purposes.

Your data information rights

You have the right to ask us for copies of your personal information.

- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have 28 days to respond to you.

Please contact us at payroll@wearebeams.org.uk if you wish to make a data information request.

How to complain about use of your data

You are entitled to complain in writing to Beams Payroll Services Ltd if you have reason to be unhappy with the way we have used your data, at:

Alsworth Court, 38-40 St Davids Road, Hextable, Swanley, Kent BR8 7RJ

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