

GDPR & PAYROLL

How we protect your data

With the GDPR now being actively enforced, it is important to understand how the GDPR affects you, your data, and your relationship with Aspen Waite.

We've produced an overview about data required to fulfil our obligations to you - while highlighting areas that you may need to be aware of.

Personal Data & GDPR

Under the GDPR, Personal Data is defined as 'any information relating to an identified or identifiable natural person'.

This includes things like name, email, date of birth and so on. However, technology and how we use it has changed drastically since the original Data Protection Act in 1998.

There are now other pieces of data that could identify a person, including, but not limited to: IP addresses, location data, cookies and even the devices we use.

The GDPR sets out to standardise and protect how this information is treated, giving control and transparency to the individual.

Sensitive Data & GDPR

Under the GDPR, Sensitive Data is defined as any data consisting of radical or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

If you hold or process any of this data, you should treat it with even greater care.

What sensitive data should, and shouldn't you send to the Aspen Waite Payroll Team?

There are circumstances where we would have legitimate reason to process sensitive data as part of our obligations to you. For the purposes of your payroll, this includes:

- Fit/Sick notes
- MATB1 – Maternity
- SC3 - Paternity
- ShPP/SPL Forms

If you do store other sensitive information as part of your HR requirements, please do not send it to Aspen Waite.

We require the following information as a legal obligation to process your payroll:

- Full Name
- Student Loan Details
- Date of Birth
- Working Pattern
- Address
- Payment/Deduction Details
- Gender
- Limited Pension Details
- National Insurance Number
- Email address
- Limited Absence Details
- Employment Status
- Prior Employment Details
- Start/Leave Dates
- Tax Code

One area at risk is a new starter form. These can contain information that we will not need as part of our Payroll service - for example - if an employee has had a prior criminal record or has a disability.

Consider removing sensitive data before sending only the required information to us.

