Payroll Giving in Action Ltd Data Security

Payroll Giving in Action wishes to reassure its clients that the security of the data it handles is of paramount importance.

Payroll Giving in Action Ltd is registered with the Information Commissioner's Office as a Data Controller.

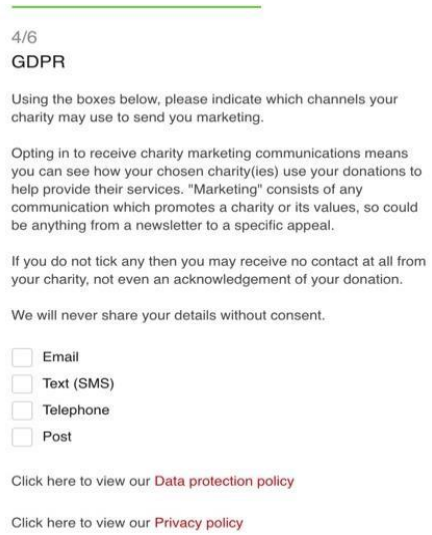
Payroll Giving in Action collect data of employees who wish to donate from payroll to their chosen charity (ies). Employees can choose unlimited numbers of charities.

1. Each employee completes a Giving Online® form http://www.givingonline.org.uk

2. The Giving Online® Donation Page has a unique URL address that is hosted on a secure server. This page is protected with a Geotrust SSL with up to 256-bit encryption. The donor's confidential information cannot be viewed, intercepted or altered.

   On completing the donation form, an e-mail of the form is sent direct to the donor's e-mail address. (This e-mail is automatically sent from the Secure Server) At the top of the form is a link for the donor to click to confirm they made this donation. The donor form is also stamped with the date and time and the individual IP address of the donor's computer. Our server then receives the confirmation of the donor form, and we pass the donor form direct to the Payroll Department to make the deduction. We also pass the data to the employees chosen charity(ies) and the employers HMRC approved Payroll Giving Agent to disburse monies.

3. Payroll Giving in Action Ltd hold the data as given on the form, fields could include: Charity choices and amounts pledged, Title, First Name, Surname, E-mail address, Telephone Number, Mobile Telephone Number, Home Address, Employer Name, Staff Number or NI Number, Workplace Address, Data Protection Marketing preferences, and Date &Time form was completed.



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GDPR

Using the boxes below, please indicate which channels your charity may use to send you marketing.

Opting in to receive charity marketing communications means you can see how your chosen charity(ies) use your donations to help provide their services. "Marketing" consists of any communication which promotes a charity or its values, so could be anything from a newsletter to a specific appeal.

If you do not tick any then you may receive no contact at all from your charity, not even an acknowledgement of your donation.

We will never share your details without consent.

- [ ] Email
- [ ] Text (SMS)
- [ ] Telephone
- [ ] Post

Click here to view our Data protection policy

Click here to view our Privacy policy

4. Data Protection Statement - GDPR compliant.

   The Data Protection Statement links are on Giving Online and all PGA donor forms. In developing the Data Protection statement, the key test that data should only "be used only for the purpose for which it was given" was interpreted as "the purpose of Payroll Giving."
   The relationship of donors to their selected charity and the underlying principle that the data subject – the donor- understands why the data is being processed and what is being done with it, i.e., the use of their data is specific and informed.
   The following statement covers: -
   - Contact by the recipient charity.
   - Contact by other organisations.

5. Each new donor is given a Transaction ID to allow Charities, Employers and Payroll giving Agencies involved with the Transaction, a unique reference for queries without the need to pass personal data.

6. The data collected is stored on a secure server with Akami/Linode in the United Kingdom. The data is backed up daily on secure servers. The data stays within the UK, and we never transfer data out of the EEU.
7. Data is restricted prior to passing to the charities and Payroll Giving Agency depending on the Marketing choices made by the donor. We may withhold addresses, email address, telephone or mobile numbers and National Insurance numbers. The employer will receive the full data.
8. Data is stored for 7 years, and then personal data is destroyed. Any paper forms are shredded.
9. Payroll Giving in Action conducts annual Penetration/Vulnerability tests on the Giving Online® websites and donation forms and always conducts a Penetration test after any system upgrades.
10. A full list of our Policy Documents is available here https://payrollgiving.co.uk/policy-documents/