

## **Payroll Giving in Action Ltd – Privacy Policy**

This policy explains how Payroll Giving in Action Ltd (PGiA) uses and protects any information that is submitted via our website, through any donation forms or page (including hard copy versions), and any correspondence via email and / or telephone.

For clarity, any reference to a 'user' in this policy refers to an individual using our website, any page we provide and / or anyone who opts to submit information to PGiA.

This policy is effective from 31st May 2018. Each time a user enters this site and / or submits details it is taken that they agree to the privacy statement at that time, which shall apply to all data held.

PGiA are registered to hold data by the Information Commissioner's Office Registration numbers are: Z4769475

This policy may be updated from time to time to ensure applicable standards are met. This page can be checked for updates, however the basic principles won't be changed without information being published in advance.

### **Data collection and sharing**

PGiA collect the following (personal) mandatory data fields for users wishing to join (or amend) Payroll Giving:

Full Name

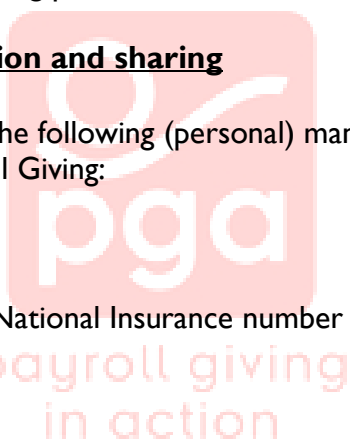
Employee or National Insurance number

Employer

Email Address

Additional fields including charity nomination are needed and further detail may be required depending on Employer's specifications.

In order to process user requests, PGiA must share mandatory data fields with the user's employer's payroll department, and the employer's contracted HMRC registered Payroll Giving Agency. The contracted Payroll Giving Agency are responsible for passing donated funds and some of personal data onto nominated charities (where applicable). If an employer has an existing relationship with another named organisation, user data may be shared for the purposes of processing instructions. Data is not shared with unauthorised third parties.



PGiA will share the following data fields with the user's nominated charity/ies in order for the charity to track donations and match the supporter against any other data already being held.

Full Name

Employer

Name of employer's contracted Payroll Giving Agency

Donation amount

Donation frequency

PFO ID (assigned by PGiA)

Users can submit additional contact details as required in order to receive information from their nominated charity / charities. These details will be shared in accordance with user's wishes. This detail will also be shared with the user's employer's contracted Payroll Giving Agency who will transfer the detail to the beneficiary charity. Some charities may contract third party suppliers with whom they may share user data for processing purposes. To view a charity's privacy statement, please visit their website.

Data will not be disclosed to any other third parties, other than those described above as part of processing donation instructions, unless required by law or court order.

PGiA will at all times control and be responsible for that use of user data.

PGiA will only send information or contact users using the data collected on the form to provide a service communication, to send marketing if opted-in to receive this, when requested, or if required to do so in accordance with other legal or statutory obligations.

### **Data storage**

PGiA store user data for a period of 7 years, after which time it will be anonymised so that personal details are deleted from records.

All data is stored in a secure UK location with appropriate security measures in place. For more information please see Data Protection Policy and Data Security Policy.

For any questions, comments or suggestions about the way in which user personal data is used, please contact PGiA via the "contact us" section on home page on [www.payrollgivingportal.uk](http://www.payrollgivingportal.uk).

A link to this statement is provided on all donation forms, alongside a brief statement of intent to process user data.

## **Cookies**

A cookie is a small file which asks permission to be placed on a user's computer. If permitted, the file is added and the cookie helps analyse web traffic. Cookies allow web applications to respond to users as individuals. The web application can tailor operations to a user's needs, likes and dislikes by gathering and remembering information about user preferences.

PGiA 's site may traffic log cookies to identify which pages are being used. This allows PGiA to analyse data about web page traffic and improve user experience. This information is used for statistical analysis purposes and then removed from the system. A cookie does not give access to a user computer or any information, other than the data the user chooses to share.

Each user can choose to accept or decline cookies. Most web browsers automatically accept cookies, but this can be modified in browser setting. This may affect website functionality.

## **Links to other websites**

This website may contain links to other websites of interest. Please note that PGiA are not responsible for their privacy practices.

## **Controlling or amending personal information**

Every user can choose to restrict the collection or use of personal information in the following ways:

- change communication preferences with charities to opt to receive information in another way, or not at all by contacting the charity in question. This can usually be done via the charity's website.
- By evoking "the right to be forgotten" whereby a user may request that all personal details are removed so that you can no longer be identified on PGiA 's systems.
- By evoking "the right to be forgotten" with their employer's contracted Payroll Giving Agency, although please note all donations must have ceased.

Any user may request details of personal information which PGiA hold about them under the General Data Protection Regulation (May 25, 2018). Email [enquiry@payrollgiving.co.uk](mailto:enquiry@payrollgiving.co.uk) to request this.

The Privacy Policy is compliant with regulations in accordance with the Fundraising Regulator, Institute Of Fundraising and the Association of Payroll Giving Organisations

If a user believes that information PGiA are holding is incorrect or incomplete, please email [enquiry@payrollgiving.co.uk](mailto:enquiry@payrollgiving.co.uk), information will be promptly updated if found to be incorrect.

## **Consent**

By using the PGiA website or submitting data to PGiA, each user consents to the use of a user personal data in the manner set out in this privacy statement.

## **General information about our website:**

To the fullest extent permitted under English law, Payroll Giving in Action Ltd is providing this website and its contents on an "as is" basis and makes no (and expressly disclaims all) representations or warranties of any kind, express or implied, with respect to this website or the information, content, materials or products included in this site including, without limitation, warranties of merchantability and fitness for a particular purpose.

Payroll Giving in Action Ltd does not represent or warrant that the information accessible via this website is accurate, complete or current. However best endeavours are undertaken to make sure that all information is correct at time of publishing.

## **Availability information is subject to change without notice**

Except as specifically stated on the PGiA website, to the fullest extent permitted under English law, Payroll Giving in Action Ltd will not be liable for damages arising out of or in connection with the use of this website or the information, content, materials or products included on this site.

This is a comprehensive limitation of liability that applies to all damages of any kind, including (without limitation) compensatory, direct, indirect or consequential damages, loss of data, income or profit, loss of or damage to property and claims of third parties.

## **Trademarks, Logos and Copyright**

All logos are acknowledged to be registered trademarks of their respective owners.

## **IP Addresses**

PGiA may use IP addresses to analyse trends, administer websites and track user movements whilst on PGiA websites. IP addresses are not stored in conjunction with any other information and are not used to build a profile of users. IP addresses held in isolation do not supply us PGiA personally identifiable data.

**Company Reg. No: 05985431**

**Registered office: Millennium House, Brannam Crescent, Barnstaple, Devon, EX31 3TD**

**Company VAT No: 793981760**