

## **Privacy Notice**

SIMPLY PAID Limited takes the responsibility for and security of your data very seriously. This Privacy Policy aims to give you all the information on how we collect and process your personal data when you use our website and utilise our services. We will update this privacy policy on occasion and it is recommended that you look back at this Notice from time to time.

SIMPLY PAID Limited is a registered company in England and Wales, Company registration number SC518508, registered 272 Bath Street, Glasgow, Scotland, G2 4JR.

SIMPLY PAID Limited is the registered controller and is responsible for your personal data (ICO registered number: ZA447249)

### **The data we collect, how we collect it and what we will do with your data and why**

We will collect the following information, Name, Address, Contact details (phone numbers and email address), Date of Birth, Tax Information and National Insurance number, identification, proof of address, IP address, browser type, time zone, operating system, marketing preferences, feedback that you give us, agency details and contact, HR records and your rates of pay. We do not collect any special category data.

If you fail to provide data that is requested we may not be able to perform the contract we have, or are trying to enter, with yourself. We may have to cancel the service you have with us in this case, but we will notify you of this.

We will collect this information direct from yourself by filling in of application forms or by correspondence by post, phone and email etc., when you apply for our services, give us feedback or enquire about our services. We may also receive this personal data from a third party introducer or brokerage upon your request to them. We will process your data to fulfil contractual and legal obligations and with your consent on occasion. We may occasionally use your data for our legitimate business reasons for marketing and communications to ensure the information we hold is up to date and to ensure our services are the best that we can offer you, we shall only use your information for these reasons where our legitimate interests does not outweigh your rights and freedoms. You have the right to withdraw consent to marketing at any time and the right to object to us using your data for legitimate business reasons.

SIMPLY PAID Limited will share your data with third parties for contractual and legal purposes, we will give your information to third parties for their own marketing. SIMPLY PAID outsource certain aspects of their business to third parties and every effort has been made to ensure that your data is secure with these outsources and this is continually monitored and we remain the controller of your data. Data is not shared outside of the EEA.

### **How long we keep your data**

We will not keep your personal data for longer than is necessary for the purpose that we collected it, or for longer than any legal obligation requires us to.

### **Your rights**

GDPR provides you with the following rights:

- Right of access
- Right to rectification
- Right to erasure

- Right to restrict processing
- Right to data portability
- Right to object to processing
- Right to object to automated decision making or profiling
- Right to complain
- Right to be informed

If you wish to exercise these rights including opting out of any marketing material, please contact us on [contracts@simplypaid.co.uk](mailto:contracts@simplypaid.co.uk) 0131 516 0512.

Should you wish to register a complaint you may do so by contacting the Information commissioner's office by phoning 03031 231113 or by visiting their website [www.ico.org.uk](http://www.ico.org.uk)

### **Who we share your data with**

We don't pass your information on to third parties for marketing or other purposes of their own without your express permission, your information may however be passed onto third parties as part of our processing activities with legitimate consent, contractual obligation or legal compliance, They are only permitted to use the data for the purposes set out in our contract with them and will only act under our instruction. We have ensured that all our suppliers have the highest standards towards the privacy and security of your data.

We do not transfer data outside of the EEA, if we were to do so we would ensure that adequate data protection regulations are in place and inform you of the decision before processing were to take place.

### **Telephone calls**

Telephone calls may be recorded or monitored for training and quality management purposes, if recorded, these recordings will be erased after a maximum of one week and shall only be used for the purposes stated.

### **Cookies**

This site uses cookies; these are small text files that are placed onto your device to help the website to provide better user experience. In general cookies are used to retain user preference and provide anonymised tracking data to third parties. You may prefer to disable cookies on this site and others. You can do this within your browser settings.