

## GDPR Statement

### Introduction

GDPR came into force in May 2018 and replaced the 1995 data protection directive. GDPR is the most stringent of privacy laws in the world. GDPR covers all companies inside of the EU and also those outside of it, but they are covered under this law if they provide services to those in the EU or if they monitor people's behaviour in the EU.

Whenever a company processes personal data, they need to comply with GDPR. Processing data is something companies do every day. Personal data is any information that could be used to identify a person.

### How will Cooper Weston process the data?

Cooper Weston have taken considerable action to ensure they are compliant under the GDPR regulations, below is set out to help explain how Cooper Weston have taken action.

We always advise our clients to send any data encrypted when sent over email. This will be handled by one of the payroll team who are fully trained in up-to-date GDPR legislation.

Processing such data is required to help our clients meet their legal responsibilities as an employer to operate a successful payroll under the PAYE and RTI regulations.

Under GDPR and UK Privacy Act 2018, GDPR training for employees is mandatory. We as an employer are obliged to deliver data protection training.

All staff that are required to process personal data will be fully trained and up to date in the legislation which they have to refresh every 12 months.

#### **The categories of personal data are:**

- Name, address, nationality, national insurance number, and date of birth.
- Email address or other contact details.
- Gross rates of pay, including bonuses, commissions, and overtime.
- Hours worked in a pay period.
- Sickness, maternity, and paternity details.
- Statutory leave and time off records.
- Pension information for auto enrolment purposes.

#### **The recipients that will be able to request the data are:**

- Persons authorised by our client, to receive the payroll data.
- Employees.
- HMRC and any other authorised bodies such as a pension scheme provider, DWP, CSA.

If you have any other questions regarding data protection, then please contact our data protection officers:

Fay Cooper – Data Protection Officer  
Andrew Conway – Deputy Data Protection Officer

[Fay@cwpayrollservices.co.uk](mailto:Fay@cwpayrollservices.co.uk)  
[Andrew@cwpayrollservices.co.uk](mailto:Andrew@cwpayrollservices.co.uk)