**Payroll GDPR Data Mapping – January 2019.**

The main objective of the Payroll Department is to pay accurately and on time, securely and every time and adhere to current Government Legislation.

Platinum Motor Group Limited – Administration of approximately 250 Staff.

Payroll Internal and External sources who either provide or share Employee Personal Data.

**INTERNAL SOURCES EXTERNAL SOURCES**

**Payroll Security.**

All Payroll Information supplied to our External Sources are sent within a protected hub or via our Payroll Software to comply with GDPR legislation and current Government Legislations.

Any emails sent are currently protected under our IT Department as a group to comply with GDPR Regulations. Emails sent to some external sources are sent via a protected hub which require passwords before being allowed to open.

The current Payroll Software is protected by passwords and information is archived following each Payroll month.

As the Company is very much paper based with regards to Payroll reports and payslips, anything relating to Employee Personal Data is kept in secure cabinets and locked whenever I am away from my office and at the end of the day. These keys are permanently kept on my person and not left within the building.

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**Archiving Data.**

Any general Payroll information is kept for three years.

Information provided to HMRC is kept for six years plus the current tax year.

All archived data is filed and locked in cabinets until it can be shredded.

**Examples of Personal Data which may be issued to Internal/External Sources and how the Payroll Department stores this information.**

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| **Internal** | **Provided to Payroll** | **Issued by Payroll** | **Protected** |
| **Employees** | Change of Bank Details, Address and queries relating to pay (these must be in writing either via the Manager or personal email). | Payslips showing a breakdown of monthly pay, P60, P45 showing Personal Data and Salaries.  Replies to queries relating to pay. | Payslips are handed directly to the Managers. All copy payslips are locked in cabinet. Change of details are entered in the software and paper copies locked away.  All Queries are replied to via secure email and any workings out kept and filed. |
| **HR Dept** | New Starter, Leaver Paperwork and any pay increases or adjustments. | Any queries relating to Payroll information being inputted. | Any paperwork relating to an employees Contract is returned to HR to file. Adjustments are entered and filed in a locked cabinet. |
| **Managers/Directors** | Bonus’, OTE payments and any additional adjustments. | Personal Data only issued to the Managers if requested in writing at the request of their employee. | Payroll information entered within Software and filed in a locked cabinet. |
| **Branch Accountant** | Sales and E-Mac Commissions. | No Personal Data, only group Nominal Data and Analysis Sheets. | Payroll information entered within Software and filed in a locked cabinet. |

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| **External** | **Provided to Payroll** | **Issued by Payroll** | **Protected** |
| **HMRC** | Confirmation of new Tax Codes, Student Loans. | FPS and EPS submissions to include PAYE information for Employees. | All tax codes are updated by HMRC online in a secure environment with passwords. FPS and EPS submissions extracted and sent via secure Payroll software. |
| **Aegon Pensions** | Confirmation of Contributions paid by the Employee and replies to any queries from Payroll or an Employee. | Extract of monthly contributions are entered in our secure Payroll software. Queries raised to the Pension Providers. | Contributions are paid through a secure hub with passwords and queries are dealt with within a secure environment online. |
| **Governing Bodies** | Details of any Employee AOE/CSA payments. | Payment of Employee Attachment of Earnings, ensuring all payments made correctly. | Paid via the Bank’s online secure website.  Paper details filed and locked in the cabinet. |
| **Apprenticeship Training Providers** | Invoices for any additional Costs. | Provide some Personal Data such as Date of Birth. | All information protected within a secure Apprentice Levy hub with passwords as per Government Legislation. |