

## **Payroll Services Policy Statement**

Revis & Co Accountancy Services Ltd complies with the terms of The General Data Protection Regulation (GDPR) Regulation (EU) 2016/679.

To be able to comply with the above Revis & Co Accountancy Services Ltd and its employees will observe the following:

- Employees of Revis & Co Accountancy Services Ltd will only access the payroll files that they require, to fulfil their role
- Access to the payroll files will only be gained using a set password
- Sensitive payroll data will only be sent in the following ways
  - o Via Brightpay Payroll software using passwords to protect the documents
  - o Via Office 365 sharepoint
  - o Via email if the document has been password protected
  - o Via Brightpay Connect employee log ins
- Passwords to documents will be sent in a different email to the document
- Passwords should be pre-defined, to avoid disruption to the end user
- Passwords should be random and cannot be changed by the employer or employees
- Payslips will all be sent with a password to protect them
- Employees of Revis & Co Accountancy Services Ltd will only divulge sensitive information to the company directors or those authorised by the company directors via secure means
- Employers will not be informed of employee's passwords
- Employers should take all actions to ensure when they communicate with Revis & Co Accountancy Services Ltd those communications are secure
- Employee's data will be kept securely and disposed of when not needed
- All data subject requests should be sent to the employer, who will then forward them to us

If for any reason the above shall fail, Revis & Co Accountancy Services Ltd should be notified immediately via [payroll@revisandco.co.uk](mailto:payroll@revisandco.co.uk).

For information on how we use data please view our privacy policy.