

Privacy policy

At **Perfecto Payroll** we're committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information about people who visit our website, and how we use it, the conditions under which we may disclose it to others, and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to payroll@perfectopayroll.com or by writing to Perfecto Payroll, Haddenham Business Centre, Haddenham, HP17 8BY. Alternatively, you can telephone +44 (0)1844 396 134.

Who are we?

Perfecto Payroll is the trading name of Perfecto Payroll Limited. We are a registered company (10210213) in England and Wales. Our registered address is Haddenham Business Centre, Haddenham HP17 8BY.

How do we collect your information?

We obtain information about you when you use our website, for example, when you contact us about information and services via the 'Contact Us' website form, you need to supply your name and email address.

What type of information is collected?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. We will collect information about your areas of interest and preferences by analysis of customer traffic, including by using cookies (see below).

We use the information you provide us to identify personal preferences and match your needs with relevant materials and resources. Your details will allow us to process any enquiries as quickly and as effectively as possible.

We may use personal information collected about you to personalise your experience on our website. We also use the information to help us develop the design and layout of our site to ensure that it is as useful and informative as possible. We may use personal information collected about you to let you know about functionality changes to our website or changes to our terms and conditions of use.

Sometimes we may use the personal information collected about you to let you know about new Perfecto Payroll services or offers that you might find useful.

It may be that you provide details of credit or debit cards or bank accounts in order to make payments to us. This information is not held by us. It is collected by our third-party payment processors who specialise in the secure online capture and processing of credit/debit card transactions.

How is your information used?

We may use your information to:

- process a payment that you have made;
- process requests that you have submitted;
- to carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our initiatives;
- send you communications which you have requested and that may be of interest to you.
- process a job application.
- we may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third-party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond the Perfecto Payroll Network for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce

or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Traffic data

We may provide aggregate statistics about our online accounts, Premium accounts, traffic patterns and other site information to third parties, but these statistics will not include any information that could personally identify you.

Other disclosures

Perfecto Payroll reserves the right to access and disclose individually identifiable information to comply with applicable laws and lawful government requests, to operate its systems properly or to protect itself or its users.

Protecting your information

When you give us personal information, we take steps to ensure that it's treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Cookies

Like many other websites, the Perfecto Payroll website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you

visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in April 2018.

Customer feedback and complaints

We welcome your questions and comments about privacy issues. Should you have any questions or complaints about the use of data by Perfecto Payroll please email payroll@perfectopayroll.com (All disputes will be subject to English law.)