New Red Planet: Privacy Policy

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

NATURE OF WORK – PAYROLL SERVICES

Reasons/purposes for processing information
We process personal information to enable us to provide professional payroll services as an employer of contractors, to maintain our own accounts and records and to support and manage our employees.

Type/classes of information processed
We process information relating to the above reasons/purposes. This information may include: personal details, family details, financial details, education and employment details. We also process sensitive classes of information that may include physical or mental health details in relation to employment, e.g. Accident at work.

Who the information is processed regarding
We process personal information about our employees.

Who the information may be shared with
We sometimes need to share the personal information we process with the individual and with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA) 2018. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required, we share information with: financial organisations; current, past or prospective employers; suppliers and service providers; central government; debt collection and tracing agencies; professional advisers and consultants.

Transferring information overseas
We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this, we comply with the DPA.