New Red Planet Privacy Policy and Notice

This notice explains how New Red Planet uses personal information in delivering payroll and related workforce services. It covers employees, temporary workers, CIS contractors, applicants and relevant agency and client contacts. The review notes at the end are internal and must be removed before publication.

1 Who is responsible for your information

New Red Planet, Company Number 11924166 and trading as New Red Planet (NRP, we, us), is responsible as controller for the personal information it uses for its own employment, engagement, payroll and compliance purposes. Contact NRP by email info@newredplanet.com or by telephone on 0161 7131730, or at the address in the footer.

We process your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018), as amended from time to time.

Where NRP provides bureau payroll solely on another organisation's instructions, that organisation is normally the controller and NRP acts as its processor for that service. The organisation's privacy notice explains its processing. NRP remains responsible for any separate processing it carries out as controller.

2 Information we collect and where it comes from

Depending on your relationship with us, we collect contact and identity details; date of birth; National Insurance number; tax codes and tax identifiers including UTR and CIS status; bank details; pay, deductions and pension records; employment or engagement history; assignment details, rates and timesheets; right to work evidence where required; and correspondence, queries and complaints.

We may also hold emergency contact and dependant details, and health or disability information needed for sickness pay, workplace adjustments, accident reporting or employment duties. We collect only information relevant to the service or obligation. Criminal offence information is used only where necessary and lawfully authorised, with a separate explanation of the relevant checks and conditions.

We obtain information from you and, where relevant, recruitment agencies, hirers, employers, HMRC, pension providers and authorised advisers or representatives. If you provide another person's details, please tell them about this notice.

3 Why we use information and our lawful bases

We identify a lawful basis for each use. We do not rely on general consent to operate payroll.

Contract: where necessary to enter into or perform our contract with you, including onboarding, administering your engagement, paying you and responding to service queries. This basis applies only where you are a party to the relevant contract.

Legal obligation: to meet applicable tax, National Insurance, CIS, pension, employment, right to work, statutory pay, accounting and regulatory duties. These duties arise, where relevant, under tax legislation, pensions legislation, employment law and immigration law.

Legitimate interests: to manage agency and client relationships, maintain secure systems, prevent fraud, resolve disputes and establish or defend legal claims, where those interests are not overridden by your rights. These interests may also support service administration where our contract is with your employer rather than with you.

Consent: only for a specifically identified optional activity where consent is appropriate. You may withdraw it at any time using our privacy contact; withdrawal does not affect earlier lawful processing.

4 Health and other protected information

Health information is special category data. In addition to an Article 6 lawful basis, we use the applicable Article 9 condition, normally where necessary to meet employment, social security or social protection obligations or rights, supported by the Data Protection Act 2018. Legal claims may require a different condition. We maintain an appropriate policy document where required and restrict access to people who need the information.

We do not collect or use sensitive information simply because it may be available. Any additional use, including equality monitoring or criminal record checks, requires a documented purpose and the applicable legal conditions before processing starts.

5 Who receives your information

We share relevant information, where necessary for the purposes above, with recruitment agencies and hirers; HMRC and other legally authorised public bodies; banks and payment providers; pension providers; payroll, IT, hosting and other service providers; professional advisers, insurers and auditors; and authorised debt recovery providers where relevant to a lawful claim.

We limit disclosures to what the recipient needs. Payroll deductions and payments may require disclosures to authorised recipients. We do not routinely disclose health records or full payroll files to agencies or hirers merely because they are in the supply chain.

Service providers acting on our instructions are subject to appropriate data processing terms. Other recipients may be independent controllers responsible for their own use of your information.

6 Access outside the United Kingdom

Where personal information is transferred outside the UK, we apply the UK international transfer requirements. Depending on the destination and recipient, this may involve UK adequacy regulations or appropriate safeguards, such as the UK International Data Transfer Agreement or UK Addendum, with the required assessment and any additional protections.

7 How long we keep information

We keep information only for as long as needed for the stated purpose, legal duties and relevant claims. We consider the record type, applicable statutory periods, the end of your engagement or relevant tax period, and any ongoing dispute or legal hold. We then securely delete or anonymise it.

8 Your rights

Depending on the circumstances and lawful basis, you may request access to your information, correction of inaccurate information, erasure, restriction of processing and transfer of qualifying information to you or another provider. You may object to processing based on legitimate interests and can object to direct marketing at any time.

These rights are subject to legal conditions and exemptions. For example, we may need to keep payroll information to meet statutory duties. We may request proportionate information to verify your identity.

9 Information you need to provide and automated decisions

Some information is necessary to enter into or perform your engagement, and some is required by law. Without essential identity, tax, payment or eligibility information, we may be unable to onboard you, pay you correctly or provide the relevant service. We explain which information is required when collecting it.

Routine automated payroll calculations are not necessarily significant decisions made solely by automated means. Please contact us if you believe your pay or deductions are incorrect so that we can investigate.

10 Security complaints and updates

We use proportionate organisational and technical safeguards to protect personal information, including controlled access, confidentiality requirements and secure handling. These measures reduce risk but do not remove all risk.

Please raise a privacy concern with our NRP using the contact details above. We will acknowledge a data protection complaint within 30 days, investigate without undue delay and keep you informed of progress and the outcome.

You may also raise a complaint to the UK data protection regulator at www.ico.org.uk or on 0303 123 1113.