	Barrie Bookkeeping & Payroll Solutions Limited	Code
	Privacy Notice	PS48-1

Company Name:	Barrie Bookkeeping & Payroll Solutions Limited
Telephone Number:	01592 756713
Address:	Suite 1 Airlie House, Pentland Park, Glenrothes, Fife KY6 2AG
Web address (URL):	www.barriebookkeeping.co.uk

What type of information do we collect?

The data that we require for the provision of our Payroll, Bookkeeping and Direct Payment services may include:

- Personal details including name, address, date of birth, telephone number and email address, etc.
- Details of other people related with your personal care (social workers, carers, family member, etc).
- Your Direct Payment bank account details
- Special requirements
- Records of contact (email)
- Company details name, address, company number
- Invoices and receipts

How we get the information

Most of the personal information we process is provided to us directly by you, from one of the following platforms:


- Via website
- Our paper form application pack or forms relating to accounts already set up for payroll (Employee Form, PA form, CIS Form, etc)
- Phone calls

We also receive personal information indirectly, from the following sources in the following scenarios:

- Nest
- Care agency
- HMRC
- Local Authority
- Clinical Commissioning Group (CCG)

We use your data to

Provide our services to you under contract and mutual agreement.

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How do we store your information?

We store data on an electronic storage. All data is held securely and only the employees of Barrie Bookkeeping and Payroll Solutions have access to it. Paper copies are destroyed once converted to electronic version.

Sharing data we hold

We will only share your data if necessary to provide our support service to you or if it is required by law. We will never share your data with a third party for commercial purposes.

Your data information rights

- ***Your right of access*** - You have the right to ask us for copies of your personal information.
- ***Your right to rectification*** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- ***Your right to erasure*** - You have the right to ask us to erase your personal information in certain circumstances.
- ***Your right to restriction of processing*** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- ***Your right to object to processing*** - You have the the right to object to the processing of your personal data in certain circumstances.
- ***Your right to data portability*** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at dp@barriebookkeeping.co.uk if you wish to make a request.

How to complain

You can also complain in writing to **Barrie Bookkeeping & Payroll Solutions Limited** if you are unhappy with how we have used your data.

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Pentland Park
Glenrothes
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KY6 2AG
Phone Number: 01592 756713**