

## GDPR PRIVACY STATEMENT

### Who are we?

Orca Pay Group Ltd are contracted by clients, agencies and employers to provide payroll services. If you are one of the employees, contractors or sub-contractors receiving payment from one of the above-mentioned entities under contract with Orca Pay Group Ltd, this Privacy Notice applies to you.

### What we do with your data

Orca Pay Group Ltd are required to hold and manage your personal data as a basic requirement for us to fulfil our contractual obligations. We have a strict data protection policy in place which all staff must adhere to. This is to ensure the strictest standards in managing and processing your personal data.

We would like to use your name and email address to inform you of our future offers or industry developments we deem relevant to you, including changes to regulation.

All the personal data is managed and processed by our staff in the UK. For the purposes of IT hosting and maintenance this information is located on secure servers within the US. No 3<sup>rd</sup> parties have access to your personal data unless the law allows them to do so.

### How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

### What are your rights?

If at any time you believe the information we hold on you is incorrect you can request to see this information, and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact us by telephone (+44 (0)1920 452354) or email ([info@orcapaygroup.co.uk](mailto:info@orcapaygroup.co.uk)) to have the matter investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law (The Data Protection Act 1998) you can complain to the Information Commissioner's Office (<https://ico.org.uk>)