

PRIVACY POLICY

VBS PAYROLL

Last Updated: February 2026

1. Who We Are

VBS PAYROLL is a cloud-based payroll software product operated by:

Vasave Business Solutions Ltd

Airport House

Helena 3

Croydon

CR0 0XZ

United Kingdom

We are the Data Controller in respect of personal data processed through VBS PAYROLL unless otherwise stated.

If you have any questions about this Privacy Policy, please contact:

Email: Info@vasave.uk

Contact: +44 20 3488 6800

2. What Information We Collect

We may collect and process the following categories of personal data:

A. Customer Account Information

- Full name
- Job title
- Business email address
- Business postal address
- Business phone number

B. Payroll & Employee Data (Processed on Behalf of Employers)

- Employee full name
- National Insurance number
- Date of birth
- Address
- Payroll details (salary, tax code, deductions, student loan, pension, benefits)

- HMRC submission data

C. Technical Information

- IP address
- Browser type
- Login activity
- Device information

D. Usage Information

- System logs
- Payroll submission logs
- Audit trails

3. Lawful Basis for Processing

We process personal data under the following lawful bases under UK GDPR:

- **Performance of a contract** (to provide payroll services)
- **Legal obligation** (PAYE reporting to HMRC)
- **Legitimate interests** (system security, fraud prevention)
- **Consent** (where applicable)

4. How We Use Your Information

We use personal data to:

- Provide payroll processing services
- Submit RTI data to HMRC (FPS, EPS, etc.)
- Maintain system security and audit logs
- Provide customer support
- Improve software functionality
- Comply with legal and regulatory obligations

5. Sharing Your Personal Data

We may share personal data with:

- HMRC (as required by law)
- Our employees and authorised contractors

- Cloud hosting providers
- IT infrastructure providers
- Professional advisers where legally required

We will never sell personal data or share it for marketing purposes.

6. International Data Transfers

Where data is transferred outside the United Kingdom, we ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

7. Data Retention

Payroll records are retained for a minimum of **6 years** in accordance with UK tax legislation.

After this period, data will be securely deleted or anonymised.

8. Data Security

We implement appropriate technical and organisational measures including:

- Encrypted data transmission (HTTPS)
- Secure cloud hosting
- Role-based access controls
- Audit logging
- Regular system backups
- Restricted access to payroll data

9. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion (where legally permitted)
- Restrict processing
- Object to processing
- Data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

10. Cookies

We use cookies to:

- Enable login functionality
- Maintain session security
- Analyse usage statistics

You can control cookies through your browser settings.

More information can be found at:

www.aboutcookies.org

11. Changes to This Policy

We review this Privacy Policy regularly. Updates will be posted on our website.