

Terms of Service

SFG Aluminium Ltd - ChronoShift Pro Payroll System

Effective Date: 12th September 2025

Last Updated: 12th September 2025

1. Introduction

These Terms of Service ("Terms") govern your use of the ChronoShift Pro payroll management system ("Service") operated by SFG Aluminium Ltd, a company registered in England and Wales with company number [Company Number], registered office at [Registered Address] ("Company", "we", "us", or "our").

By accessing or using our Service, you agree to be bound by these Terms. If you disagree with any part of these terms, then you may not access the Service.

2. Definitions

- **"Employee"** means any individual employed by SFG Aluminium Ltd who uses the Service to record time and attendance
- **"Supervisor"** means any individual authorised by the Company to review and approve employee timesheets
- **"Administrator"** means designated personnel with full access to system administration functions
- **"Personal Data"** has the meaning given in the UK General Data Protection Regulation (UK GDPR)

3. Scope of Service

ChronoShift Pro provides:

- Time and attendance recording
- Payroll calculation and processing
- Employee self-service portal
- Management reporting and analytics
- Integration with existing payroll systems

4. User Accounts and Access

4.1 Account Creation

- Accounts are created by system administrators only
- Users must provide accurate and complete information
- Each user is responsible for maintaining the confidentiality of their login credentials
- Users must notify administration immediately of any unauthorised access

4.2 Acceptable Use

Users agree to:

- Use the Service solely for legitimate business purposes
- Record accurate time and attendance information

- Comply with all applicable laws and company policies
- Not attempt to access unauthorised areas of the system
- Not share login credentials with other individuals

5. Data Processing and Privacy

5.1 Data Controller

SFG Aluminium Ltd acts as the data controller for all personal data processed through the Service.

5.2 Lawful Basis for Processing

We process personal data under the following lawful bases:

- Performance of employment contracts (Article 6(1)(b) UK GDPR)
- Compliance with legal obligations (Article 6(1)(c) UK GDPR)
- Legitimate interests in business administration (Article 6(1)(f) UK GDPR)

5.3 Data Retention

Personal data will be retained in accordance with our Data Retention Policy and applicable legal requirements, typically:

- Employee records: 6 years after termination of employment
- Payroll records: 3 years as required by HMRC
- Time and attendance records: 2 years

6. System Availability and Support

6.1 Service Availability

Whilst we strive to maintain continuous availability, we do not guarantee uninterrupted access to the Service. Planned maintenance will be conducted outside normal business hours where possible.

6.2 Support

Technical support is available during business hours (Monday to Friday, 9:00 AM to 5:00 PM GMT). Emergency support may be available for critical system failures.

7. Intellectual Property

7.1 Ownership

The Service, including all software, content, and materials, remains the property of SFG Aluminium Ltd or its licensors.

7.2 Limited Licence

Users are granted a limited, non-exclusive, non-transferable licence to access and use the Service solely for business purposes.

8. Limitation of Liability

8.1 Exclusions

To the extent permitted by law, we exclude all warranties and conditions relating to the Service.

8.2 Limitation

Our total liability to any user shall not exceed £1,000 in any 12-month period, except in cases of:

- Death or personal injury caused by our negligence
- Fraud or fraudulent misrepresentation
- Any other liability that cannot be excluded by law

9. Termination

9.1 Company Rights

We may suspend or terminate access to the Service immediately if:

- Terms are breached
- Employment with the Company ends
- Legal or regulatory requirements necessitate termination

9.2 Effect of Termination

Upon termination, all rights to access the Service cease immediately. Data retention will continue in accordance with legal requirements.

10. Compliance and Legal Requirements

10.1 Employment Law

The Service operates in compliance with UK employment law, including the Working Time Regulations 1998 and Employment Rights Act 1996.

10.2 Data Protection

We comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

10.3 HMRC Requirements

Payroll processing complies with HMRC regulations for PAYE, National Insurance, and statutory payments.

11. Changes to Terms

We reserve the right to modify these Terms at any time. Users will be notified of material changes via the Service or email. Continued use constitutes acceptance of modified Terms.

12. Dispute Resolution

12.1 Internal Resolution

Disputes should first be raised with your line manager or HR department.

12.2 Jurisdiction

These Terms are governed by English law. Any disputes will be subject to the exclusive jurisdiction of the English courts.

13. Contact Information

For questions regarding these Terms of Service, please contact:

SFG Aluminium Ltd

Email: warren@sfg-aluminium.co.uk

Phone: [Company Phone Number]

Address: [Company Address]

14. Severability

If any provision of these Terms is found to be unenforceable, the remainder shall continue in full force and effect.

This document was last updated on 12th September 2025. Please review regularly for any changes.