BRIGHTPAY & GDPR COMPLIANCE

Payroll Data & GDPR

WHAT YOU NEED TO KNOW

Payroll bureaus process large amounts of personal data, not least in relation to their customers, their customers' employees and their own employees. Payroll bureaus must provide certain guarantees to clients that their data will be processed securely and responsibly under GDPR.

PAYROLL BUREAUS ARE LEGALLY OBLIGED TO PROTECT PAYROLL INFORMATION ON BEHALF OF THEIR CLIENTS WHERE THEY MUST:

Only collect information needed for the specific purpose of completing the payroll on behalf of their clients.

Keep client and employee payroll information safe and secure.

Ensure client's data is relevant and up-to-date for the purpose of processing the payroll.

Only hold information that is required and for as long as it is needed to manage the payroll.

Upon request, allow clients or their employees to view their personal information that is retained.

This booklet highlights how BrightPay and our cloud add-on product BrightPay Connect will assist you with GDPR compliance by providing an additional layer of security.

Remote Self-Service Access

According to the Information Commissioner's Office (ICO):

"The GDPR includes a best practice recommendation that, where possible, organisations should be able to provide remote access to a secure self-service system which provides the individual with direct access to his or her information."

A REMOTE SELF-SERVICE SYSTEM OFFERS THE FOLLOWING BENEFITS:

Your clients and their employees can remotely access payroll information including reports, payslips, contact details, employee leave calendars and employee documents.

Employees can also request leave and view their annual leave entitlements including leave taken and leave remaining, which are also considered personal data.

A self-service option allows employees to edit and update their personal contact information, ensuring that employee personal data is correct.

Online synchronisation and automated backup of payroll data will maintain accuracy and improve GDPR compliance of your client's data.

HOW BRIGHTPAY CONNECT CAN HELP WITH GDPR

BrightPay Connect is a secure self-service option which gives your clients and employees online remote access to view their personal payroll data 24/7. This remote access portal is tailored to help you and your clients **overcome some of the key challenges GDPR presents when processing payroll.** BrightPay Connect will improve your payroll processing with simple email distribution, up-to-date employee records, safe document upload, easy leave management and a secure backup of clients' payroll records.

The Biggest GDPR Advantages

OF BRIGHTPAY CONNECT

BUREAU CLIENT DASHBOARD

Provide clients with online self-service access to payroll information. Clients will have a remote and secure online portal to view payslips, payroll reports, amounts due to HMRC, annual leave requests and employee contact details. An online dashboard allows for an easy and secure way for accountants and their clients to share documents and get client timesheets approved electronically.

CLOUD BACKUP

It is important to keep a copy of payroll files safe and protected in case of fire, theft, damaged computers or cyber attacks. BrightPay Connect is powered using the latest web technologies and hosted on Microsoft Azure for ultimate performance, reliability and scalability. BrightPay Connect maintains a chronological history of all backups which can be restored or downloaded anytime, keeping your clients' payroll records safely stored.

EMPLOYEE SELF-SERVICE PORTAL

Invite employees to their own self-service online portal which can be accessed through a smartphone app or any browser. BrightPay Connect provides employees with direct access to his or her personal data offering cloud protection. Employees can securely view and download payslips, P60s, P45s and easily submit holiday requests, view leave taken and leave remaining.

24/7 ONLINE ACCESS

BrightPay Connect allows mobile and online access to payroll data anytime and anywhere for clients and employees. This fulfils the GDPR best practice recommendation to provide remote access to a secure system where individuals would have direct access to their personal payroll data. The cloud flexibility enables a superior client collaboration and gives instant value to your client relationships.

HR & ANNUAL LEAVE MANAGEMENT

Clients can view all upcoming leave in the company-wide calendar. Employers or HR Managers can easily authorise leave requests with changes automatically flowing back to the payroll software. Clients can upload sensitive HR documents such as contracts of employment, with the ability to restrict certain users from accessing confidential information.
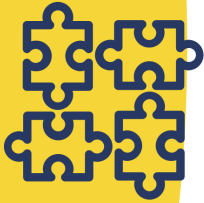
INTEGRATION WITH PAYROLL

BrightPay Connect is fully integrated with BrightPay payroll ensuring the payroll data is correct at all times. The employee's leave calendar, changes to employee contact details, employee payslips and payroll reports are all automatically updated and synchronised between both the payroll software and BrightPay Connect helping you work more closely and more intuitively with your clients.

INCREASE PROFITS & REVENUE

There is a considerable business opportunity to increase revenue while safeguarding client personal data. We offer significant discounts for bulk purchases. One bureau made an additional £7,300 last year by taking advantage of our bulk pricing model. He purchased a 200 employer pack for £2,499 which works out at £12.49 per client. He then charged each client £49 for them to use the self-service features.

TIMESHEET UPLOAD

Clients can upload employees' hours and timesheets offering an additional layer of GDPR protection for your clients' payroll information. Bureaus can then process the payroll from the timesheet upload and securely request client approval through BrightPay Connect. This automation will eliminate the email and document exchange, thus providing a more secure and accurate recording of the timesheets and hours.

Simplify Your GDPR Compliance

BrightPay Connect significantly increases the efficiency and effectiveness of the payroll process within the remit of the GDPR guidelines.

SELF-SERVICE
REMOTE ACCESS

PASSWORD PROTECTED
PAYSLIP PORTAL

AUTOMATED CLOUD
BACKUP

DATA PORTABILITY

UPLOAD AND
APPROVE TIMESHEETS

SECURE DOCUMENT
EXCHANGE

KEEP EMPLOYEE
RECORDS ACCURATE

PAYROLL DATA
ENCRYPTED

How is BrightPay preparing?

BrightPay is committed to continually helping our customers comply with any legislative changes. BrightPay is a desktop application that resides on your computer - we **do not** have access to your data files, except where they have been submitted for support purposes. We have no control over the authority, the quality or the safety of the data you input. You, and you alone are responsible for the accuracy and completeness of your payroll records.

SECURE SERVERS

We have looked at how information is sent to and retrieved from our secure servers, be it for the purposes of maintaining our websites or our CRM system. We have changed all of our servers over to more secure Microsoft Azure servers. We have also introduced IP whitelisting, meaning that knowing the login credentials is not enough, the request must come from a trusted location.

EMAILING PAYSLIPS & PAYROLL REPORTS

BrightPay provides secure encryption on all payslips and payroll reports emailed directly from the software which are then automatically deleted from our server. For maximum security, it is recommended (but not mandatory) to offer a secure self-service portal to securely send and store payslips, payroll reports and other sensitive payroll documents.

PASSWORD PROTECT PAYROLL FILES

BrightPay provides users with a facility to password protect both payroll reports and payslips that are emailed to clients and employees. The option to password protect these payroll documents is a step towards increasing security and protection of the data you manage, store and send.

CUSTOMER SUPPORT

We have created an in-program support feature allowing users to automatically send a backup of their payroll through a secure channel meaning you don't have to upload the backup to your email where you may forget to delete it. The backup never gets saved on the support assistant's PC or email account. All customer backups are saved centrally on a secure server which are automatically deleted after 72 hours. Additionally, there is increased encryption of the payroll data files for added security and protection.

brightpay

PAYROLL AND AUTO ENROLMENT SOFTWARE

Unlimited employers

Unlimited employees

Free phone & email support

£229 Just £229 per tax year

brightpay connect

OPTIONAL CLOUD ADD-ON

NO. OF EMPLOYERS	TOTAL PRICE	DISCOUNT	PRICE PER EMPLOYER
SINGLE EMPLOYER	£49	0% DISCOUNT	£49.00
5 EMPLOYER PACK	£199	19% DISCOUNT	£39.80
10 EMPLOYER PACK	£349	29% DISCOUNT	£34.90
20 EMPLOYER PACK	£599	39% DISCOUNT	£29.95
30 EMPLOYER PACK	£779	47% DISCOUNT	£25.97
40 EMPLOYER PACK	£899	54% DISCOUNT	£22.48
50 EMPLOYER PACK	£999	59% DISCOUNT	£19.98
60 EMPLOYER PACK	£1099	63% DISCOUNT	£18.32
70 EMPLOYER PACK	£1199	65% DISCOUNT	£17.13
80 EMPLOYER PACK	£1299	67% DISCOUNT	£16.24
90 EMPLOYER PACK	£1399	68% DISCOUNT	£15.54
100 EMPLOYER PACK	£1499	69% DISCOUNT	£14.99
200 EMPLOYER PACK	£2499	75% DISCOUNT	£12.49

For more information visit:
WWW.BRIGHTPAY.CO.UK