

GDPR Information

This document summarises some GDPR points for TT Software to hold client data and for clients to hold their employee data using the TT Payroll & Personnel system.

April 2017



TT Software Data Policy

TT Software will collect personal data from users and contacts at your company through our agreement forms (contractual data) and by way of email exchange as new users and contacts are added (consensual data). You may request that we remove this personal data at any time.

Data Usage

We will only hold personal data to provide support to users of the TT Payroll & Personnel system and to manage client accounts.

Data Sharing

None of the personal data that we collect will be shared with anyone else.

TT Payroll & Personnel Installations

TT Software will install the TT Payroll & Personnel system at your company on computers and servers that you supply. Under GDPR you are the Controller and Processor meaning you must

- be able to demonstrate compliance with the principles relating to processing of personal data
- implement appropriate technical and organisational measures in such a manner that processing will meet the requirements of GDPR

We do not take or record any personal data from your employees. Any personal data that you send us will be used for support only and will be deleted immediately after the support is complete. TT Software has a confidentiality agreement available should you wish to formalise how we treat any personal data that we receive.

Security

The TT Payroll & Personnel system uses an encrypted and password protected backend database managed by Microsoft Access. Users can only access the database via the frontend by logging in with a username and password. Only the Superuser can change login credentials and apply password strength and expiry settings.

Our Recommendations

As suppliers of the TT Payroll & Personnel system we strongly recommend that you do the following to keep your data secure:

- Install the TT Database files in a secure location where only authorised payroll and HR users can gain access
- Keep the user credentials secret and ensure the passwords are strong
- Ensure that any data and reports are exported to secure locations only and manage that data properly under GDPR. This includes but is not limited to;
 - Payslips
 - Management reports
 - BACS files
 - Backups
- Ensure that any data sent to TT Software is for support purposes only and is securely transmitted.

Your Obligations

Under GDPR you may be requested to amend or delete personal data relating to your employees. Most of these operations can be performed through the standard TT Payroll & Personnel interface but please note that you are legally obliged to maintain employee and pay records for seven years.

Under GDPR the following special categories of personal data should not be held by you unless you have strong valid reasons:

- Race
- Religion
- Political Opinions
- Trade Union membership
- Secual orientation
- Health information
- Biometric data
- Genetic data