

Privacy Policy

Effective Date: 01/02/2023

1. Introduction

This Privacy Policy outlines the types of information we collect from you ("you/your") through the use of our services ("Services") and website ("Website"), how that information is used or disclosed, and the steps we take to protect it.

Our Website may contain links to third-party websites not covered by this Privacy Policy. We encourage you to review the privacy policies of other websites to understand their data practices.

We aim to make this Privacy Policy clear and concise. By using our Website or Services, you agree to the collection and use of information as described here. Please review it carefully. Changes to this policy may occur over time, so regular review is recommended. Your continued use of our Website implies acceptance of any updated terms.

If you have concerns about our handling of your data, we recommend contacting us before escalating the matter to the Information Commissioner's Office (ICO) in the UK. Keeping your data accurate is crucial, so please inform us of any changes during your relationship with us.

For any comments on this Privacy Policy, feel free to contact us at registrations@empirepayroll.co.uk.



registrations@empirepayroll.co.uk



418 High Street, Cheltenham, GL50 3JA

2. Who We Are

We respect your right to privacy and process personal data in accordance with relevant data protection legislation, including the UK GDPR and the Data Protection Act 2018.

- Our Website address is www.empirepayroll.co.uk
- Our company name is Empire Contracting Solutions Ltd
- Our registered address is 418 High Street, Cheltenham, GL50 3JA

3. What We Collect

Personal data refers to any information that can identify an individual. It does not include anonymous data. We may collect various types of personal information, including but not limited to:

- Identity Data (e.g., name, email address, phone number)
- Contact Data (e.g., billing address, email address)
- Financial Data (e.g., bank account details)
- Transaction Data (e.g., details of services purchased)
- Technical Data (e.g., IP address, browser type)
- Profile Data (e.g., username, password, preferences)
- Usage Data (e.g., how you use our Website)
- Marketing and Communications Data (e.g., communication preferences)
- Cookie Data (for improving your Website experience)

We also collect Aggregated Data for statistical purposes, which does not directly identify individuals.

4. How We Collect and Use Your Data

We may collect personal information through various methods, such as:

- Direct interactions (e.g., filling in forms, contacting us by email)
- Use of our Services or Website
- Subscribing to our communications

Your data may be used for purposes including, but not limited to:

- Personalising Website content
- Providing requested services
- Administering contests or surveys
- Processing transactions

We will only contact you electronically if you consent to receive marketing. You have the right to opt out of such communications at any time.

5. Cookies

We use cookies in accordance with UK Cookie Law to distinguish users and improve the Website. Please refer to our Cookie Policy for further details.

6. Data Security and Storage

We take data security seriously and employ measures to safeguard personal data. Data may be transferred outside the UK, and we will ensure adequate protections are in place. Although we use encryption and security measures, the transmission of data over the

internet can carry risks. We retain personal data for as long as necessary, typically for the duration of our relationship and up to seven years after, unless required for longer by law.

7. Disclosing Your Information

We may disclose your personal information in the following cases:

- If required to do so by law
- To protect the rights, property, or safety of others
- To facilitate the sale of our business or assets

Any third-party service providers handling your data will do so under strict contractual obligations to protect your privacy.

8. Your Rights

You have the right to access, correct, or delete your personal data at no cost. You may also request data portability, restrict processing, or object to how your data is handled. To enforce these rights, please contact us directly.

9. Links to Other Sites

Our Website may contain links to other websites. Please review their privacy policies, as we are not responsible for their data practices.

10. Changes to this Policy

Any updates to this Privacy Policy will be posted on this page, so please review it periodically for the most current version.

11. Automated Decision-Making and Profiling

If we use automated decision-making that has a legal effect on you, you have the right to request human intervention and challenge the decision. We use appropriate measures to ensure fairness in profiling.

12. Terms and Conditions

12.1 Website Use

By accessing our Website, you agree to use it only for lawful purposes and in a way that does not infringe the rights of, or restrict or inhibit anyone else's use of, the Website. You must not engage in any behaviour that may cause damage to the Website, interfere with its availability, or affect its functionality.

12.2 Intellectual Property

All content on this Website, including text, graphics, logos, images, and software, is the property of Empire Contracting Solutions Ltd or its licensors, unless otherwise stated. You may not reproduce, copy, or distribute any material from this Website without our express written permission.

12.3 User Accounts

If you create an account on our Website, you are responsible for maintaining the confidentiality of your login details and for all activities that occur under your account. We reserve the right to suspend or terminate your account if you breach these terms.

12.4 Service Availability

We make reasonable efforts to ensure that our Website and Services are available at all times. However, we do not guarantee that access to the Website will be uninterrupted or error-free. We may need to perform routine maintenance, and services may be subject to outages beyond our control.



registrations@empirepayroll.co.uk



418 High Street, Cheltenham, GL50 3JA

12.5 Limitation of Liability

To the fullest extent permitted by law, we are not liable for any indirect or consequential losses, including but not limited to loss of profits, data, or business opportunities, arising from your use of the Website or Services. Our total liability for any claims related to our Website or Services shall not exceed the amount you have paid to us for the specific service.

12.6 Third-Party Links

Our Website may contain links to third-party websites or services that are not owned or controlled by us. We are not responsible for the content, privacy policies, or practices of any third-party websites. You access third-party websites at your own risk.

12.7 Governing Law

These terms and conditions are governed by and construed in accordance with the laws of England and Wales. Any disputes arising out of or related to these terms shall be subject to the exclusive jurisdiction of the courts of England and Wales.

12.8 Changes to Terms and Conditions

We reserve the right to amend these terms and conditions at any time without prior notice. Any changes will be posted on this page, and continued use of the Website will constitute your acceptance of the revised terms.