



Payroll Administration Service Application Form

Please complete in BLOCK CAPITALS, using BLACK INK. Use a separate sheet if more space is required.

Your privacy is very important to us. For more information about how we handle and protect the information you provide us, visit stewardship.org.uk/privacy.

This service is for registered charities or church organisations that, although not registered, are charities under UK law. For charities that are not registered with the relevant charity regulator in England and Wales, Scotland or Northern Ireland, we will exercise our sole discretion in deciding whether or not to accept an application for this service.

A. Employer Details

Name of church/Christian charity:	
Address:	
	Postcode:
Website:	
Operating name (if different from organisation name):	
Charity number (if applicable):	Company number (if applicable):
Chair of the Trustees/PCC:	
NI number (of Chair of the Trustees/PCC as listed above):*	<input type="text"/>

*HMRC requirement for new PAYE schemes.

B. New Employer

Please tick to confirm:

I authorise Stewardship to set up a PAYE scheme with HMRC on our behalf.

Pension details

Pension provider name:
Contribution levels:
OR
<input type="checkbox"/> We will need help with our pension requirements (please tick).

C. Existing Employer

If you are an existing employer, please provide the following:

Employer PAYE reference number:	PAYE collectors reference number:
Date of last full payment submission:	<input type="text"/>
Amount paid over to HMRC in this tax year:	£ <input type="text"/>

Please also provide copies of the following information (tick to confirm documents enclosed):

- P11 working papers for all individuals employed during the year
- Details of payments to HMRC for this tax year
- Copy of last payslips

Pension details

Staging date:	<input type="text"/>
Pension provider name:	

D. Employee and Processing Information

Number of employees:

Processing to start from:

M M Y Y Y Y

E. Statutory Absence Payments

If no information is provided we will default to paying statutory amounts only (without any enhancements).

F. Additional Information

Please enter below any additional information that you feel we should be aware of:

G. Confirmation

I agree that Stewardship as the nominated agent has agreed to act on my/our behalf. I/we also approve Stewardship to use PAYE online services to receive information over the internet from HMRC on my/our behalf.

I/we confirm that the details I/we have provided on this form are correct to the best of my/our knowledge:

Primary contact signature:	Date:
Secondary contact signature:	Date:
Additional contact signature (if required):	Date:

We take the handling and storage of your data very seriously and will only use it for the ways we explain in your application and our privacy notice. You have the right to object to how we process your data, including opting out of direct marketing, at any time.

To return by post, simply write: 'Freepost STEWARDSHIP' on the envelope. You don't need to include a stamp or any other address details.

Alternatively, email a scanned copy to payroll@stewardship.org.uk.



Instruction to your bank or building society to pay by Direct Debit

Please complete in BLOCK CAPITALS, using BLACK INK.

Name and full postal address of your bank or building society

Bank/Building Society:
Address:
Postcode:

Name(s) of account holder(s):

Bank/building society number:

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Branch sort code:

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Instruction to your bank or building society
Please pay **Stewardship** (Stewardship services (UKET) Limited) Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with **Stewardship** and, if so, details will be passed electronically to my bank/building society

Signature(s):

Print name(s):



Service user number:

9	8	2	1	1	7
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Reference number (Office use only):

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Stewardship, 1 Lamb's Passage,
London EC1Y 8AB

Date:

FOR STEWARDSHIP OFFICIAL USE ONLY.

This is not part of the instruction to your bank. Please fill in as much as possible.

Your Stewardship account no. (if known):

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Your postcode:

ONCE COMPLETED PLEASE RETURN TO:
STEWARDSHIP, 1 LAMB'S PASSAGE, LONDON EC1Y 8AB
DO NOT SEND TO YOUR BANK/BUILDING SOCIETY

This Guarantee should be detached and retained by the payer

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, Stewardship will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Stewardship to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by Stewardship or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when Stewardship asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.





Personal Identification Check Authority Form

Please complete in **BLOCK CAPITALS**, using **BLACK INK**. Use a separate sheet if more space is required.

Your privacy is very important to us. For more information about how we handle and protect the information you provide us, visit stewardship.org.uk/privacy.

A. Organisation details

Name of church/charity:

B. Personal details

Bank signatory: Yes No

Title:

Full name:

Date of birth:

Male

Female

Email:

Telephone:

Current address:

Address:

Postcode:

Time at this address:

Years

Months

Where would you would like us to send your payroll reports and other confidential payroll correspondence:

Current address shown above

Employer's address

Previous addresses (If you have lived at current address for less than five years, please provide previous address details):

Address:

Postcode:

Time at this address:

Years

Months

Please continue on a separate sheet if necessary.

C. Your Consent to Hear From Us

We'd love to keep in contact with you by email with all the latest news, free resources and advice from Stewardship. We'll never sell your personal information and will always treat it with the utmost care. You can change your consent preferences or unsubscribe at any time.

Yes please:

I'd like to receive **all** the latest news, service updates and free resources.

I'd like to receive the latest news, service updates and free resources **specifically relating to churches and Christian charities**.

D. Important notes

Thank you for completing this form. The details that you have provided will be used during the setup and ongoing provision of this service to you.

We will only share your details with third party agencies where necessary in providing this service. This includes verifying the identify of each individual applicant by checking the details supplied above against those held on any databases our trusted agencies have access to. This includes information from the Electoral Register and from fraud prevention agencies. A record of these searches will be kept, and may be used to help other companies to verify your identity. The third party agency may also pass information to financial and other organisations involved in fraud prevention in order to detect and prevent fraud. If you give false or inaccurate information and fraud is suspected, they will record this and share this information with other organisations.

E. Confirmation

I confirm that I have read and understood the important notes listed on this form and agree that Stewardship may undertake a search with an external agency, for the purposes of confirming my identity:

Signed:

Date:

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Name of church/charity:

B. Personal details

Bank signatory: Yes No

Title:

Full name:

Date of birth:

Male

Female

Email:

Telephone:

Current address:

Address:

Postcode:

Time at this address:

Years

Months

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Address:

Postcode:

Time at this address:

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Telephone:

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Address:

Postcode:

Time at this address:

Years

Months

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Postcode:

Time at this address:

Years

Months

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Time at this address:

Years

Months

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Data Processing Agreement for Payroll Administration Services

This Data Processing Agreement is effective on the date You sign this Agreement as set out below.

BETWEEN:

1. The organisation receiving payroll administration services from Us as described in the signing provision below ("**You**"); and
2. Stewardship Services (UKET) Limited, a registered charity (charity number 234714) and company limited by guarantee (company number 90305) in England and Wales, whose registered office is at 1 Lamb's Passage, London, EC1Y 8AB ("**Us**" and "**We**").

BACKGROUND

- A. The parties have already entered into a Payment Administration Service Contract for the provision by Us of payroll administration services to You.
- B. In order to comply with obligations under the GDPR, the parties hereby enter into this Data Processing Agreement.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Definitions

- 1.1 Under this Data Processing Agreement, the following terms have the following meanings:

"Data Privacy Laws" means the GDPR and additional data protection and privacy law applicable in the UK and the EU; and

"GDPR" means the EU General Data Protection Regulation 2016/679.

- 1.2 The terms 'controller', 'data subject', 'personal data', 'personal data breach', 'process/processing', 'processor' shall have the meanings set out in the GDPR where they are used in this Data Processing Agreement.

2. Nature of the engagement

- 2.1 With respect to the processing of personal data under this Data Processing Agreement to provide payroll administration services, You are a controller of such personal data and We are a processor.
- 2.2 Both parties shall comply with their applicable obligations under Data Privacy Laws.
- 2.3 The subject-matter of this processing is the provision of payroll administration services to employers.
- 2.4 The duration of this processing is for the period of time We provide You with payroll administration services.
- 2.5 The nature and purpose of the processing is to assist employers with the proper administration of salary payments to employees.
- 2.6 The type of personal data involved in the processing are employee name, employee gender, employee bank details, employee tax code, employee personal address, employee start date, employee national insurance number, employee date of birth, employee payroll giving, employee student loan information, employee pension payments and employee salary details.
- 2.7 The categories of data subject are your employees.

3. Your responsibilities as the controller

- 3.1 You shall ensure that any personal data that You instruct Us to process on your behalf under this Data Processing Agreement has been collected in accordance with your obligations under Data Privacy Laws.



- 3.2 In the event that You or We receive a request from a data subject for access to personal data that We hold on your behalf, You shall be responsible for responding to any requests from data subjects (e.g. if an employee asks for access to their personal data).
- 3.3 You shall take all reasonable and appropriate measures to ensure that all the personal data You wish Us to process on your behalf is transmitted to Us securely and in a format that We can integrate into our systems.
- 3.4 You hereby confirm that You will not instruct Us to process the personal data that We hold on your behalf for any purpose outside the provision of payment administration services and You shall not request Us to process such personal data in a way that contravenes Data Privacy Laws.

4. Our responsibilities as the Processor

- 4.1 We will process personal data received from You in accordance with your documented instructions which are to administer your payroll as set out within the Payroll Administration Service Guide save that We may be legally required to process personal data under UK or EU law and, in such circumstances, we shall notify You of such legal requirement unless We are prohibited from notifying You on important grounds of public interest.
- 4.2 We will continue processing personal data on your behalf until You notify us that You wish to cease using Us as your payroll administrator. In the event that You wish to cease using Us as your payroll administrator, and unless you instruct us otherwise (for instance, if you would like us to retain the personal data on your behalf for HMRC requirements) we will return to You and securely delete all personal data that we have been processing on your behalf, but we reserve the right to retain personal data that we are legally obliged to hold.
- 4.3 We will process personal data (on employees) to administer the payroll, and meet legal reporting obligations to HMRC. We are currently piloting uploading pension contributions through pensionsync who then pass the information to your chosen pension provider with a small number of clients. We will advise you when we plan to roll this out to other clients once we assess the impact of the current pilot scheme.
- 4.4 You hereby confirm that You consent to the disclosure of personal data to our payroll software provider, Star Computers Limited, if we ever have an issue with your payroll data file, and we need them to resolve this. We will only engage additional sub-processors where we have obtained your prior consent.
- 4.5 We will ensure that all those persons under our control who are processing personal data on your behalf are subject to confidentiality obligations.
- 4.6 We will implement appropriate administrative, physical, organisational and technical measures in accordance with Data Privacy Laws to prevent accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to any personal data You provide to us. We conduct independent security reviews of our network and systems.
- 4.7 Taking into account the nature of the processing and the information available to Us, We will provide reasonable assistance to You to help You meet your GDPR obligations to keep your personal data secure and we shall notify You without undue delay after we become aware of any personal data breach and we shall provide reasonable assistance to You when you carry out a data protection impact assessment and consult with the Information Commissioner's Office with respect to a data protection impact assessment.
- 4.8 We will provide You with reasonable assistance in responding to requests from data subjects exercising their rights under the GDPR to the personal data that we process on your behalf.
- 4.9 We shall make available to You all information necessary to demonstrate our compliance with the obligations set out in this Data Processing Agreement and, on no less than thirty (30) days written notice from you and subject to confidentiality requirements, we shall permit You or your auditors to review our data processing as it relates to the personal data we process on your behalf. You shall bear all your costs associated with the audit.



4.10 We shall immediately notify You if, in our opinion, any instruction You provide to Us contravenes Data Privacy Laws.

5. Amendment

This Data Processing Agreement may not be amended or modified except in writing signed by authorised representatives of both parties.

6. Severance

If a provision of this Data Processing Agreement is determined by any court or other competent authority to be unlawful and/or unenforceable, to the extent possible, the other provisions of this Data Processing Agreement will continue to have full effect.

7. Notices

Any notice given to a party under this Data Processing Agreement shall be in writing and shall be either: Delivered by hand or by pre-paid first-class post or other next working day delivery service to the principal place of business or operations; or

- (i) Sent by email to the email address of the primary contact (for You) or to payroll@stewardship.org.uk (for Us).

Such notices shall be deemed to have been received on receipt of such communications by the recipient.


8. Counterparts

This Data Processing Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute an original of this Data Processing Agreement, but all the counterparts shall together constitute the same Data Processing Agreement.

9. Governing Law and Jurisdiction

This Data Processing Agreement shall be governed by and construed in accordance with the law of England and Wales and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

The parties' authorised signatories have duly executed this Data Processing Agreement as below:

Stewardship Services (UKET) Limited	Customer Name:
By: 	By:
Print Name: M Partridge	Print Name:
Title: Senior Payroll Administrator	Title:
Date: 08/05/2018	Date: