



# Legal & Privacy Information

---

Last updated: 24 June 2025

## 1. Introduction

This document outlines the terms and conditions of using our website, along with our Privacy and Cookies Policy. By accessing or interacting with this site, you agree to the terms set out below.

## 2. Who We Are

We are Highland Payroll Services, a UK-based payroll provider. This document explains how we collect, use and protect your personal data, as well as the terms associated with using our website.

## 3. Website Terms of Use

- Do not misuse the site (e.g., hacking or spreading malware).
- Content provided is for general informational purposes and does not constitute financial advice.

## 4. Quote Requests & Enquiries

- By submitting your details for a quote, you confirm the information is accurate.
- We may contact you using the information provided to follow up on your request.

## 5. Intellectual Property

All website content (logo, text, images, design) belongs to Highland Payroll Services unless stated otherwise. Please do not reproduce or distribute this content without permission.

## **6. Liability**

While we aim to ensure all website content is accurate and up to date, we are not liable for any loss arising from its use or from relying on any part of it.

## **7. Privacy Policy**

We may collect:

- Your name, email and contact details
- Business information you provide in forms
- Website usage data, such as pages visited

We use your data to:

- Provide and improve our services
- Respond to enquiries and send requested information
- Analyse site traffic
- Send occasional updates or marketing (only with your consent)

We store data securely and retain it only as long as needed. We do not sell or share your data for marketing.

## **8. Your Rights**

You have the right to:

- Access, update, or delete your data
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)

## **9. Cookies**

Our website uses cookies to enhance your experience. These include:

- Essential cookies – required for functionality
- Analytics cookies – help us understand site usage
- Marketing cookies – used only with your consent

You can control cookies via your browser settings.

## **10. Legal Basis for Data Processing**

Under the UK GDPR, we rely on the following lawful bases:

- Contractual necessity
- Legitimate interests (e.g., responding to enquiries)
- Consent (e.g., for marketing communications)
- Legal obligations (e.g., tax compliance)

## **11. Third-Party Tools & Data Processors**

We use trusted third-party providers (e.g., Google Analytics, secure email platforms) to help operate our site and services. These processors are required to protect your data and may only act on our instructions.

## **12. Changes to This Policy**

We may update this document occasionally. Please revisit this page to stay informed of any changes.