

FirstPay

FirstPay has been specially formulated to provide an all embracing Managed payroll facility via the internet to organisations with up to 30 employees that do not have a specialised Payroll Department of their own. It provides businesses with the convenience of processing their payroll wherever they are, via the web.

The Client inputs the changes to their payroll via the secure **FirstPay** website, whilst having the back up of Moorepay's qualified payroll specialists to support them for any legislative issues such as P45's, Statutory Maternity Pay, Statutory Sick Pay etc.

FirstPay offers the following facilities:

- Input of data through the **FirstPay** website.
- Validation of the payroll prior to live processing.
- Itemised, easy to understand management reports.
- Automatic transfers of salaries using BACS, if required.
- PAYE Collection Agency payment through BACS, if required.
- Payslips produced in PDF format for printing by the client.
- Reports produced in PDF format for easy storage and printing.
- On line pay history.
- Queries dealt with by qualified help desk staff.
- DSS and Inland Revenue queries dealt with by qualified help desk staff.
- P45's produced at no extra cost.
- Comprehensive end of year service, company returns filed electronically and P60's produced.
- Organisations with less than 50 staff will receive an Inland Revenue rebate for PAYE end of year returns filed electronically.
- All legislation changes handled by Moorepay.

A rolling demonstration of **FirstPay** is available at www.firstpay.co.uk/webinput/

Disaster Recovery (including Data Protection)

There are eight principles to the Data Protection Act 1998. Anyone processing personal data must comply with these. The Seventh Data Protection Principle, which relates to securing and protection of data, has by far the greatest implication for data controllers using third parties to process on their behalf. As the payroll service provider to your members, we will be processing data and in order for you members to satisfy their duty to comply with this principle, we have prepared this document to demonstrate our commitment to security and the safeguarding of this data.

Organisational security

Security within **Moorepay** is of paramount importance, and vital to the continuance of our service and business. This is highlighted in our employees' contracts of employment for both the physical security of the company's premises and equipment, and the security of its information (data and software etc.). Indeed, a copy of our Data Protection and Information Security Policies are given to new employees during their induction.

Data Protection is a regular part of our management meetings agenda and the infrastructure includes continual review and staff training. The QMS Manager has specific responsibilities for Data Protection within the company.

Staff access to both data and software is restricted by passwords within work groups which are monitored and reviewed regularly. In addition our staff are instructed only to talk or discuss payroll issues, and the relevant personal data, with named contacts at the Data Controllers.

Contingency - **Moorepay** have their own operational contingency sites with formalised continuity procedures in place for periodic reviewing and testing. Continuity plans are documented at both overview and detailed levels and we have an active policy of redirecting work as required so that the production sites act as a natural contingency for each other. In addition, Uninterruptible Power Supplies (UPS) are used at all sites for structured closedowns in the event of power failures.

Technical security

Data & software - the following security and backup storage methods are used throughout the company:

Mirrored servers at Data Centres

Continuous secure data backup to mirrored servers at **Moorepay's** contingency sites

Daily backup of data (kept on & off site)

Standard security features of Windows and network control logical access used

Individual user id and password security used

Terminal timeouts and password protected screen-savers used where practical

System logging of potential security violation attempts are maintained & reviewed.

Company standard anti-virus software on all PCs and company email accounts.

Access to the Internet is strictly controlled

Physical security

The following physical security measures are used at the indicated company's premises:

- monitored intruder alarm systems - all sites
- controlled issue of keys and alarm codes - all sites
- smoke detection and fire alarm systems - all sites
- secure disposal of paper & media - all sites
- visitors being accompanied at all times - all sites
- swipe card entry systems - key operational sites
- window grills - key operational sites

General

ISO 9000

Moorepay has operated its Quality Management System accredited to BS EN ISO 9001:2000. In our compliance we are required to demonstrate our management and operational commitment. ISO 9001:2000 specifically identifies Resource Management as a key area, which includes adhering to working policies and associated risk assessments.

BACS

We are regularly audited by BACS, which assesses our security in the physical, operational, applications, systems, and BACS processing areas of our organisation.

Independent Security Audit

Independent security specialists have also audited us as part of our contracts for the major banks. Their specific interest was to check our network security in relation to our links to the global public network.

Finally, **Moorepay** is covered by a current Data Protection registration and has an appropriate level of professional indemnity insurance.

Ongoing

As part of the **Northgate Information Solutions Group** we are at the forefront of technological innovation in the Payroll/HR market place.

Our Research and Development teams are constantly reviewing and updating existing systems and services and introducing new procedures and technology to make the facilities more efficient.

This has the added value of potentially reducing our costs and it is our policy to share these cost savings with our clients.