

Data Security



How does GUK keep your data safe?

We know how vital data security is - for everyone. At GUK, we ensure your data is kept safe by making sure it is only accessible to the relevant teams of people, and by using the most secure software solutions. We have strict encryption and security-checking procedures in place.

What can you do to ensure your data is accurate and safe?

If you need to tell us about a change of name and address

To change your registered address details, make your request through the Timegate employee portal and upload your supporting documents when prompted. Name change can only be done with deed poll or marriage certificate. Also, make this request on the Timegate portal.

If you need to update your bank details

Please send an email to payroll with your new bank details. It's really important to get this information right, so please double check all the details you send in this email.

One of the payroll team will then call you back. In this call they will ask you a set of security questions to make sure it is you making the request. The payroll team will never call you to discuss bank detail change without you first making this request. Please remember, if you've switched banks, it is your responsibility, not your bank's, to tell us your new bank details. So it's really important that you let the payroll team know if you do decide to move banks.

Why is it important to keep Payroll updated?

As the tax year draws to a close, our payroll department will be issuing a P60 form for all employees. Your P60 shows the tax you've paid on your salary in the tax year, so it's important you keep the payroll team informed of any changes or updates to make sure the information on your P60 and payslips are accurate.

In 2023, we launched an 'expression of wish form'. This form keeps us, as your employer, informed of whom you wish your beneficiary to be at the time of your death.

What can you do to make sure your information is up to date?

Please log in to Timegate and check that all the information we hold for you is correct.

Complete your expression of wish form if you haven't already, and submit it to Payroll.

If you need any more advice or help with any of the topics we've covered here, please contact Payroll, and a member of the team will be happy to help you.

Email: payroll@guk.co.uk

Call: 01992938253 or 07793242483

It is your responsibility to ensure the data we have for you is correct.