

1. PURPOSE OF THIS NOTICE

Describes how we use personal data, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act [1998 OR 2018], as amended from time to time.

2. WHO WE ARE

We are qualified accountants and licensed practitioners; our registered office is at 39 Belle Vue Road, Earl Shilton, Leicestershire LE9 7PA.

Under the Data Protection Legislation we have to notify you concerning how we hold and use your personal data.

3. HOW WE USE AND COLLECT YOUR PERSONAL DATA

We obtain personal data about you and may use it for...

- ✓ services we provide;
- ✓ wages and salaries information;
- ✓ general queries by telephone, email or other social media
- ✓ from third parties, i.e. banks, Companies house, HMRC, finance companies and building societies

4. INFORMATION WE MAY HOLD ABOUT YOU

May include...

- ✓ personal details, i.e. name and address, DOB, NINR et al;
- ✓ included in correspondence and emails

5. HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU

We process your data for legal obligations...

- ✓ Data retention
- ✓ We will only retain your personal data for as long as is necessary and as required by law.

6. DATA SHARING

We may share personal data with third parties, i.e. for a specific purpose...

- ✓ When you decision is to sell, restructure your business transfer as a going concern to another [providing, permission is granted];
- ✓ to comply with the law;
- ✓ to fulfil a legal obligation

7. DATA SECURITY

We take great care in securing your data and preventing your personal data from being accidentally lost or used in an unauthorised way. Your personal data is kept confidential at all times. We may encrypt personal data sent by email.

Any security breach will be notified to the regulator.

8. YOUR RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty is to inform us of any change.

It is important that the personal data we hold about you is accurate and up to date. Should your personal information change, please let us know as soon as possible.

Under certain circumstances, by law you have the right to...

Request access or erasure of your personal data when you see no reason for us to carry on using it.

Request the transfer of your personal data to you or another. If your request for access is clearly unjustified or excessive, then we may refuse to comply with that request if held to be unreasonable. Also, a fee may be payable.

You have the right to complain to : Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF