



DATA PRIVACY POLICY

Under new data protection law - the General Data Protection Regulations (GDPR), we are required to inform you what is being done with your personal data, and obtain your active consent to continue. This privacy policy sets out how we use and protect your personal data. If you have any queries about our privacy policy, please contact us.

Legal Basis

The legal basis for us processing your personal data is that of 'contract' - ie. we cannot carry out the work you have requested without processing your personal data, in order to submit your data to HM Revenue and Customs (HMRC).

Consent

Explicit consent to process personal data is required under GDPR, but this can be via a clear affirmative action. Therefore, please understand that your provision of the necessary records, to enable the preparation and submission of relevant documents to HMRC will be taken as a 'clear affirmative action' to give explicit consent. Your consent will only apply to processing carried out by us. There will be no third party involvement.

What Personal Data We Process

We collect any personal data required in order to:

- carry out the contract for the work you have requested.
- in order to meet our Money Laundering Regulations (MLR) responsibilities.

Only data required for these purposes is obtained and retained. All personal data required is obtained directly from you. We do not collect any data from browsing our website. No information regarding 'special category data' (eg race, religion, health, etc) is collected.

What We Do With Your Personal Data

Your personal data is used only:

- for the submission of relevant documents to HMRC.
- to meet our Money Laundering Regulations responsibilities.
- to periodically send you information relevant to the service(s) we provide.

Your permission is always obtained prior to submission of any information to HMRC, either via your signature on a relevant document, or other written consent. We will not subject your personal data to automated decision making or profiling.

Disclosure of Your Personal Data

We do not disclose your personal data to any other individual or organisation, unless:

- your prior approval has been received.
- we are required to do so by law.

Consequences of Not Providing Your Personal Data

Failure to provide the requested data will regrettably result in us not being able to fulfil the service(s) you require.

Retention Period

Your data will be retained only for sufficient time to satisfy:

- HMRC's record-keeping timescales.
- MLR retention period.

Security

Your data will be processed and stored in a digital format, using appropriate security measures such as encryption and password-protection. Exchange of personal data, and documents containing personal data, will also use appropriate encryption or password-protection.

Your Rights

You have the following rights, regarding your personal data:

Right to be Informed - of how your personal data is processed by us.

Right of Access - confirmation that your data is being processed and have access to it.

Right to Rectification - if the data held is inaccurate or incomplete.

Right to Erasure - to have your data deleted or removed where there is no compelling reason for its continued processing.

Right to Restrict Processing - to block or suppress processing of your personal data.

Right to Data Portability - to obtain and reuse your data for your own purpose.

Right to Object - to processing of your data, including for direct marketing, statistical purposes, etc.

Rights in Relation to Automated Decision Making and Profiling - to safeguard against your data being used or distributed by a non-human process.

If you believe that any personal data held by us is inaccurate, please inform us immediately.

Links to Other Websites From Our Own

We are not responsible for the protection and privacy of any information that you may provide when visiting any websites from links within our own.