

# PRIVACY NOTICE

## Introduction

Abington Accountants Ltd respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

As required by data protection law the notice gives you information about the personal data that we hold as data processors or controllers about you. In this notice we will inform you about:

- the reason we collect your personal data (and why we hold it),
- what data we collect,
- for how long we hold we hold your data,
- the legal basis is for sharing your personal data with others,
- instances when we share your data with others,
- how we keep your data safe,
- how you can help to keep your data up to date,
- children's privacy,
- your rights as a data subject.

## Important information and who we are

### Purpose of this privacy notice

This privacy notice aims to give you information on how Abington Accountants Ltd collects and processes your personal data through your use of this website, including any data you may provide through this website.

This website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

### Controller

Abington Accountants Ltd is the controller and responsible for your personal data (collectively referred to as Abington Accountants Ltd, 'we', 'us' or 'our' in this privacy notice).

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this

privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### **Changes to the privacy notice and your duty to inform us of changes**

This version was last updated on 8th May 2018 and historic versions can be obtained by contacting us.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **Third-party links**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

### **The reasons we collect your personal data**

As a firm of accountants and tax advisers, we collect your personal data in order to carry out our professional duties. The main reason we need your data to complete statutory returns on your behalf or to provide financial references for you. We may need the data of your employees if we are acting as data processors and running your payroll. We do not collect your data to pass onto others unless we are acting in our role as your appointed agent (filing statutory returns with HM Revenue & Customs for example) or you give your consent for us to do so (to your financial lender for example). We are subject to compliance with the Proceeds of Crime Act, Anti-Money Laundering Acts, etc and need to obtain data to comply with these legal requirements.

### **What data we collect**

As well as your financial details (accounts, etc) we would generally hold some or all of the following personal data:

- Your name, date of birth, national insurance number, unique taxpayer reference, marital status.
- Contact details, including address, telephone number and email address.
- Bank account details.
- Copy of passport or driving licence and utility bill.

### **How long we hold your data**

We would normally be appointed to act as your agent for an undefined period of time. Whilst we act as your agent we must hold your data to carry out our duties. If we cease to act for you then we may have a legal obstacle in releasing data due to statutory time limits. We are keen to release ourselves of your data as soon as we are legally able to do so (if we have no data then there can be no breach of that data).

### **The legal basis for sharing you personal data with others**

We may have to share your data with others to comply with our legal obligations for example to assist the courts and law-enforcement agencies. We will share your data with tax authorities but in our capacity as your tax agents.

### **Sharing your data with others**

Unless we are under a legal obligation or sharing is part of our delegated duties (see 5 above), we would seek your consent to share your data with others.

### **How we keep your data safe**

We will protect your data by ensuring physical file protection (secure rooms, etc) and electronic file protection (passwords and other security). If physical or electronic files are archived we will only use outside parties with appropriate measures in place to secure your data.

### **How you can help to keep your data up to date**

Under data protection law you have the right to see what data we hold on you. We will endeavour to hold up-to-date data on you but if you want the data to be accurate please advise us of any changes as they occur – address/email change, new telephone number etc.

### **Children's privacy**

We would not generally have data about children. However, if we were to hold such data our procedures and checks will include parental/guardian consent.

### **Your rights as a data subject (against us)**

Here is a short description of your rights:

- **Right of access** – you have the right to request access to your personal data, to obtain confirmation that it is being processed, and to obtain prescribed information about how it is being processed.
- **Right of rectification (correction)** – in certain circumstances you have a right to ask for your personal data to be corrected if it is inaccurate, and completed if it is incomplete. Where your personal data in question has been disclosed to organisations, they must be informed of rectification if possible.
- **Right to be forgotten** – in certain circumstances, you can ask to have your personal data erased. It is unlikely to be possible to accept your request if, for example, we have a legal duty to retain your information.

- **Right to restriction of processing** – if certain conditions apply, you have a right to restrict the processing of your information. This includes when you contest it as being inaccurate (until the accuracy is proved); if you have objected to the processing (when it was necessary for legitimate interests) and we are considering whether its legitimate interests override your own interest; if you consider that the processing is unlawful (and if this is true) so that you can oppose erasure and request restriction instead; or if we no longer need the personal data for the purpose we held it but you require one or both of them to continue to hold it to establish, make or defend legal claims.
- **Right of portability** – in certain circumstances, you have the right to move, copy or transfer your personal data to another organisation or to yourself. This right is only relevant if personal data is being processed based on a consent (or the performance of a contract) and is done automatically. This is different from the right of access (see above) and the types of information you get under the two separate rights may be different. Using the data portability right you cannot get all the personal data you can using the right of access.
- **Right to object** – in certain circumstances, you have the right to object to certain types of processing of your personal data when it is based on legitimate interests or when it is processed for the purpose of statistics.
- **Automated decision making** – we do not make automated decisions.

## **Conclusion**

Hopefully, the above is helpful on detailing our approach to protecting your personal data and outlining the rights that you have concerning your data. You will be advised of any changes to this notice.

**Date of this notice (version one) 08/05/2018**

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