

HARDING & HUMPHRIES

PRIVACY POLICY

What is the purpose of this notice?

To describe how we collect and use personal data about you in accordance with the General Data Protection Regulation (GDPR) effective from 25th May 2018.

What we need

We will collect personal information about you and your employee's (if applicable). This will include names, private addresses, dates of birth, tax and National Insurance references, company number (if applicable), employer's reference and name (if applicable), business details (if applicable), and details of past and present taxable income and gains and data on other taxes.

Why we need it

We only hold your basic personal data in order to provide accountancy services, tax compliance services, tax advisory services and associated business services.

What we do with it

We only use your personal data with your consent, or where it is necessary:

- to enter into, or perform, a contract with you
- to comply with a legal duty
- to protect your vital interests
- for our own (or a third party's) lawful interests, provided your rights don't override these.

In any event, we will only use your information for the purpose or purposes it was collected for (or for closely related purposes).

We hold data electronically and on paper. We process and store data on our accountancy, tax software, and practice software. We do not allow third party access to our data, however, our IT support (outsourced) may work on programs that hold personal data.

We will only share data with H.M. Revenue & Customs and H.M. Courts and Tribunal's service during the course of an enquiry or investigation or tax appeal if:

- a) We are authorised to do so by the taxpayer, or
- b) In the case of Schedule 36 FA 2008 Information Notice, we have either been so authorised by a tribunal or we are compelled to provide data under the terms of a third party notice.

Where we keep it

We are based in the UK and we store data within the UK.

How long we keep it

We retain data for as long as statute or regulations demand. The length of time information is stored depends on the particular information and the purpose for which it is being used.

We will not retain your data for any longer than is necessary and the longest time we will hold your data will normally be six years, unless there are particular reasons to retain the information for longer.

Our computer hard drives are destroyed before disposal.

What are your rights?

You have a number of rights in respect of our use of your personal data. These are as follows:

- you may request a copy of the personal information we hold about you (this is known as a data access request)
- you have the right to be informed how your personal information is being used or stored. This privacy policy aims to do this, but if you should have any questions you can contact us
- you may ask us to delete the information we hold in relation to you (though this will not apply where it is necessary for us to continue to use the data for a lawful reason)
- you may ask us to amend or rectify the information that we hold about you

Please be aware that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

If you wish to raise a complaint on how we have handled your personal data, you can contact M.J. Williams who will investigate the matter. Contact details are as follows:

T. 01704 873630

E. admin@hardingandhumphries.co.uk

We are registered with the Information Commissioner. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office, the UK supervisory authority for data protection issues.