

# GDPR

This stands for General Data Protection Regulation and sets out how data should be processed and handled.

The DPA (Data Protection Act) 2018 and GDPR set out several requirements in relation to the processing of personal data.

I take your privacy and the privacy of the information processed seriously. I will only use your personal information and the personal information you give me access to for administration of your account and to provide the services you have requested from me.

## Data security

Your data is held securely, protected by multiple levels such as passwords and software and hardware encryption.

## Communications

I do not send out marketing communications, allow advertisements or third-party access to your contact details for marketing.

# PRIVACY NOTICE

## Introduction

The Data Protection Act 2018 (“DPA 2018”) and the General Data Protection Regulation (“GDPR”) impose certain legal obligations in connection with the processing of personal data.

Admin Bookkeeping is a data controller within the meaning of the GDPR and I process personal data. The firm’s contact details are as follows:

Bob Barlow

Admin Bookkeeping

10 Laird Court

Bagshot

Surrey

GU19 5QN

Phone: 0787 566 9763

Email: Admin Bookkeeping at [adminbookkeeping.co.uk](mailto:adminbookkeeping.co.uk)

## **The purposes for which I intend to process personal data**

I intend to process personal data for the following purposes:

- To enable me to supply professional services to you as my client.
- To fulfil my obligations under relevant laws in force from time to time (e.g. the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (“MLR 2017”).
- To use in the investigation and/or defence of potential complaints, disciplinary proceedings and legal proceedings.
- To enable me to invoice you for my services and investigate/address any attendant fee disputes that may have arisen.

## **The legal bases for my intended processing of personal data**

My intended processing of personal data has the following legal bases:

- At the time you instructed me to act, you gave consent to me processing your personal data for the purposes listed above.
- The processing is necessary for the performance of my contract with you.
- The processing is necessary for compliance with legal obligations to which I am subject (e.g. MLR 2017).

It is a requirement of my contract with you that you provide me with the personal data that I request. If you do not provide the information that I request, I may not be able to provide professional services to you. If this is the case, I will not be able to commence acting or will need to cease to act.

## **Persons/organisations to whom I may give personal data**

I may share your personal data with:

- HMRC
- any third parties with whom you require or permit me to correspond

If the law allows or requires me to do so, I may share your personal data with:

- the police and law enforcement agencies
- courts and tribunals
- the Information Commissioner's Office ("ICO")

I may need to share your personal data with the third parties identified above in order to comply with my legal obligations, including my legal obligations to you. If you ask me not to share your personal data with such third parties I may need to cease to act.

## **Retention of personal data**

When acting as a data controller and in accordance with recognised good practice within the financial sector I will retain all of my records relating to you as follows:

- it is my policy to retain information for 7 years from the end of the financial year to which the information relates.

- where ad hoc advisory work has been undertaken it is my policy to retain information for 7 years from the date the business relationship ceased.
- where we have an ongoing client relationship, data which is needed is retained throughout the period of the relationship, but will be deleted 7 years after the end of the business relationship unless you as my client ask me to retain it for a longer period.

You are responsible for retaining information that I send to you and this will be supplied in the form agreed between us.

## **Requesting personal data I hold about you (subject access requests)**

You have a right to request access to your personal data that I hold. Such requests are known as 'subject access requests' ("SARs").

Please provide all SARs in writing marked for the attention of Bob Barlow.

To help me provide the information you want and deal with your request more quickly, you should include enough details to enable me to verify your identity and locate the relevant information. You should tell me what type of information you want to know.

DPA 2018 requires that I comply with a SAR promptly and in any event within one month of receipt. There are, however, some circumstances in which the law allows me to refuse to provide access to personal data in response to a SAR (e.g. if you have previously made a similar request and there has been little or no change to the data since I complied with the original request).

I will not charge you for dealing with a SAR.

You can ask someone else to request information on your behalf – for example, a friend, relative or solicitor. I must have your authority to respond to a SAR made on your behalf. You can provide such authority by signing a letter which states that you authorise the person concerned to write to me for information about you, and/or receive my reply.

## **Putting things right (the right to rectification)**

You have a right to obtain the rectification of any inaccurate personal data concerning you that I hold. You also have a right to have any incomplete personal data that I hold about you completed. Should you become aware that any personal data that I hold about you is inaccurate and/or incomplete, please inform me immediately so I can correct and/or complete it.

## **Deleting your records (the right to erasure)**

In certain circumstances you have a right to have the personal data that I hold about you erased. Further information is available on the ICO website ([www.ico.org.uk](http://www.ico.org.uk)) Please inform me immediately and I will consider your request. In certain circumstances I have the right to refuse to comply with a request for erasure. If applicable, I will supply you with the reasons for refusing your request.

## **The right to restrict processing and the right to object**

In certain circumstances you have the right to ‘block’ or suppress the processing of personal data or to object to the processing of that information. Further information is available on the ICO website ([www.ico.org.uk](http://www.ico.org.uk)). Please inform me immediately if you want me to cease to process your information or you object to processing so that I can consider what action, if any, is appropriate.

## Obtaining and reusing personal data (the right to data portability)

In certain circumstances you have the right to be provided with the personal data that I hold about you in a machine-readable format, e.g. so that the data can easily be provided to a new professional adviser. Further information is available on the ICO website ([www.ico.org.uk](http://www.ico.org.uk)).

The right to data portability only applies:

- to personal data an individual has provided to a controller;
- where the processing is based on the individual's consent or for the performance of a contract; and
- when processing is carried out by automated means

I will respond to any data portability requests made to me without undue delay and within one month. I may extend the period by a further two months where the request is complex or a number of requests are received but I will inform you within one month of the receipt of the request and explain why the extension is necessary.

## Complaints

If you have requested details of the information I hold about you and you are not happy with my response, or you think I have not complied with the GDPR or DPA 2018 in some other way, you can complain to me. Please send any complaints to:

Bob Barlow

Admin Bookkeeping

10 Laird Court

Bagshot

Surrey

GU19 5QN

Phone: 0787 566 9763

Email: Admin Bookkeeping at [accounts@adminbookkeeping.co.uk](mailto:accounts@adminbookkeeping.co.uk)

If you are not happy with my response, you have a right to lodge a complaint with the ICO ([www.ico.org.uk](http://www.ico.org.uk)).