

Privacy Notice
Complete Accounting Services

Please refer to our Data Protection Policy (POL_001) alongside this document.

The categories of information that we collect, and hold include:

- Personal information (such as name, National Insurance number, date of birth and address)
- Financial Information (such as annual turnover, assets and bank details)

Why we collect and use this information

We use this data:

- to process self-assessment tax returns
- to complete payroll and pension activities
- to provide agreed accounting services to our clients
- to complete HMRC activities on your behalf

The lawful basis on which we use this information

We collect and use client information under the contract clause of Article 6 of the General Data Protection Regulations. We will only ever ask for the information that we need to comply with the contract(s) that we have in place with our clients.

How we will collect this information

Information will be collected, processed and stored in a variety of ways. These include:

- In person- a face to face meeting or phone conversation
- Paper- this could include forms that you complete for us, invoices, receipts etc
- Online- emails, website enquiries and the software we use for accounting purposes

Who we share information with:

We will not share your information with anyone else. Should the need arise in the future, we will explain why we need to share your personal information and obtain written permission from you before proceeding.

Requesting access to your personal data

Under data protection legislation, clients have the right to request access to the information that we hold about them. To make a request for your personal information, contact us in writing and we will make the information available to you within 1 month.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact us at liliana@Completeaccountingswindon.co.uk (Liliana Valente) and we will be happy to assist you.