

LAMBURN & TURNER PRIVACY STATEMENT

The purpose of this policy is to provide you with information about how and why we collect your personal data, and how and why it is processed.

Who we are

Lamburn & Turner is a firm of Chartered Accountants, Chartered Tax Advisers and Chartered Secretaries providing services to a wide range of clients from individuals, including sole traders, partnerships and companies.

What data do we collect?

Personal data or information is defined as any information about an individual from which that person can be identified.

We may collect, store and transfer various kinds of personal data about you during the term of our working relationship with you. This data will include the following:

- ***Name, address (home and email), telephone number, date of birth, national insurance number, unique tax reference number***
- ***Bank account information***
- ***Your employer information including payroll information***
- ***If you are a sole trader, partnership or limited company we will have information about your clients and suppliers***
- ***If we run Payroll services for you we will have personal information for all your employees***
- ***Information required for compliance with Money Laundering regulations***

We do NOT collect any Special Categories of Personal Data including details about your race, ethnicity, religious beliefs, sexual orientation, or criminal convictions.

We require this information to enable us to carry out our side of the contract you have made with us. In order to fulfil this properly, we need to ensure your personal data is accurate and up to date. Please tell us if your details change (for example, if you move address). If you fail to provide information when requested, we may not be able to fulfil this contract.

Additionally, you have rights under data protection law to have inaccurate personal data corrected and incomplete data completed.

How do we collect data?

We may collect data and information about you through:

- Filling in forms
- Direct correspondence by phone or other means
- Correspondence from other parties eg HMRC / Companies House / your employer

What do we do with your data?

We will only use your data in the following circumstances:

- To enable us to fulfil our contract with you
- Where we need to comply with legal or statutory obligations

We will not pass your details on to third parties unless:

- you specifically ask us to, e.g. for a Mortgage Application
- we are legally required to e.g. for fraud prevention

Data Security

Access to your personal data is strictly limited to employees of Lamburn & Turner, HMRC and Companies House. We will only pass on personal data to other third parties such as Mortgage or Financial Advisers upon receipt of specific written authorisation from you.

We have a clear desk policy and hard copy files are put away in locked cabinets when the offices are closed.

We maintain a register of client files that have been taken off site for any purpose (eg for a client meeting), and a separate register of files that have been removed to our off site archive storage facility.

We have appropriate safeguarding assurances in place with our IT sub-contractor regarding data back-up, and software updates and patches are regularly installed to ensure that our anti-virus checks are up to date.

We have in place procedures to deal with any suspected data breach, and will notify you and any applicable regulator of a breach when we are legally required to do so.

Our staff members are all trained as appropriate in client confidentiality and safeguarding data issues.

Data Retention

We will only hold your personal data for as long as necessary to enable us to fulfil our contract. This period of time will include storage of the data for purposes of satisfying any legal, accounting or reporting purposes.

Your legal rights

Under certain circumstances you have rights under data protection laws in relation to your personal data.

You can:

- request access to your personal data
- request correction of your personal data
- request erasure of your personal data
- request the transfer of your personal data to a third party

We may need to request specific information from you to help confirm your identity and to ensure your right to access your personal data. This is a security measure to ensure that we do not disclose your data to any person who has no right to receive it. We may also contact you to ask for further information in relation to your request.

Under the new GDPR rules

- we have up to 30 days to respond
- no fees are chargeable
- the information has to be provided in a common format

Data Portability (transferring your data)

If you decide to take your business elsewhere, we will upon instruction from you and on receipt of a clearance request from your new accountant, provide whatever information is requested in a timely fashion, provided that the information requested is reasonable and not repetitive or excessive.

Erasure of personal data (The Right to be Forgotten)

We have a statutory requirement to hold accounting and payroll records for 6 years, which overrides the 'right to be forgotten' for this type of information. After this period, we will instruct our storage facility to shred all information held for the company and for you both in relation to your personal tax. We will also make every effort to ensure that we delete all data held electronically where possible and practicable to do so.

Please note that the above will apply to both current and former clients.