

# Walton & Harvey Ltd – Privacy Notice

## Your information, what you need to know

This privacy notice explains why we collect information about you, how that information will be used, how we keep it safe and confidential and what your rights are in relation to this.

## Why we collect information about you

At Walton & Harvey, we take your privacy very seriously.

We will use your personal information to administer your account and to help us provide you with the service(s) that you have requested from us.

Information is collected about individuals and businesses in order to complete and process compliance and tax information, for submission to HM Revenue and Customs and/or Companies House as necessary.

We will keep this data in written and/or digital form. We hold this data for the minimum amount of time as required by law, usually 7 years. Or longer if you are a continuing customer of ours, so that we have a complete history of you and your financial information.

We will communicate with you regarding work we are completing for you and (where relevant) changes to tax or company law or other information we feel may be relevant to you. We may communicate with you by email, post or telephone.

## Details we collect about you

At Walton & Harvey, we maintain information about our past and current clients to enable us to provide an efficient service. We do not pass any of your information on to third parties other than HM Revenue and Customs and Companies House during the course of our duties to you, unless specifically requested to do so by yourselves.

The details that we collect about you include basic information such as your name, address and date of birth. They also include more detailed financial information.

### **Data held on firms may include:**

- Name, address, telephone, fax, e-mail address and website address
- Directors and shareholders names, address and date of birth.
- Shareholding in the business
- Reference numbers such as Company Number, UTR Number, Vat and PAYE Numbers.
- Financial information, including income and expenditure of the business.
- Bank details for reconciliation purposes.
- Staffing details especially where payroll services are provided.

### **Data held on individuals may include:**

- Personal name, address and telephone, email address.
- Date of birth, marital status and HMRC UTR numbers.

- Details of personal income, and relevant expenditure necessary for completion of tax returns.
- Where Sole traders are concerned the additional details held on the company include those listed above.
- Bank account details where relevant.
- Copies of passports or driving licences for anti-money laundering purposes.

### **How we keep your information confidential and safe**

We may keep your information in paper or digital form, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure.

We ensure that the information we hold is kept in secure locations, is protected by appropriate security and access is restricted to authorised personnel.

We also make sure external data processors that support us are legally and contractually bound to operate and prove security arrangements are in place where data that could or does identify a person are processed.

We are committed to protecting your privacy and will only use information collected lawfully.

We maintain our duty of confidentiality to you at all times. We will not disclose your information to any third party without your permission unless there are exceptional circumstances, or where the law requires information to be passed on.

### **How we use your information**

We will only use your personal information to fulfil our duties as your accountants, and we will only share this information with our partner organisations as applicable.

- HM Revenue and Customs
- Companies House

We will never share your information outside of our partner organisations without your explicit consent unless there are exceptional circumstances or, where the law requires it or to carry out a statutory function.

### **Your right to withdraw consent for us to share your personal information (Opt-Out)**

If you are happy for your data to be extracted and used for the purposes described in this privacy notice then you do not need to do anything. If you leave our practice you can ask for the information we hold on you to be returned to you or deleted. However, we can only do this in line with what we are required to hold by law.

### **Access to your information**

Under Data Protection Legislation everybody has the right to see, or have a copy, of data we hold that can identify you, with some exceptions. You do not need to give a reason to see your data. If you want to access your data, you must make the request in writing.

You have the right to access, port, rectify, erase, restrict and object to the processing of your data. To contact our Data Protection Officer, Oliver Walton please email [info@waltonandharvey.co.uk](mailto:info@waltonandharvey.co.uk).

### **Change of Details**

It is important that you tell us if any of your details such as your name or address have changed or if any of your details are incorrect in order for this to be amended. Please inform us of any changes so our records for you are accurate and up to date.

### **Mobile telephone number**

If you provide us with your mobile phone number we may use this to send you reminders deadlines. Please let us know if you do not wish to receive reminders on your mobile.

### **Notification**

Data Protection Legislation requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information.

We are registered as a Data Controller and our registration can be viewed online in the public register at: [http://ico.org.uk/what we cover/register of data controllers](http://ico.org.uk/what_we_cover/register_of_data_controllers)

### **Complaints**

If you have concerns or are unhappy about any of our services, please contact Nichola Walton.

For independent advice about data protection, privacy and data-sharing issues, you can contact:

The Information Commissioner  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Phone: 0303 123 1113 Website: [www.ico.gov.uk](http://www.ico.gov.uk)

### **Reviews of and Changes to our Privacy Notice**

We will keep our Privacy Notice under regular review.

May 2018