

GDPR - PRIVACY POLICY

The data controller (as defined under European Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR") is Data Folio Accountants Ltd. Data Folio Accountants Ltd is registered as a data controller with the UK Information Commissioner's Office ("ICO") and our registration number is ZA508796.

This Privacy Policy is issued on behalf of the Data Folio Accountants Ltd as the entity which is responsible for processing your data. Accordingly, "we", "us" or "our" in this Privacy Policy, refers to Data Folio Accountants Ltd.

Data Folio Accountants Ltd is registered in England and Wales with company registration number 10027060 and registered office is situated at 28 Wolseley Road, Rush Green, Romford, Essex, RM7 OBS.

This General Privacy Policy (the "**Policy**") applies to all present and future clients of Data Folio Accountants Ltd ("**Data Folio Accountants Ltd**"). In addition, this Policy also applies to the processing carried out by Data Folio Accountants Ltd in the context of its communications during accounting and tax filing activities as well as its processing of any information relating to representatives of associations, companies or other partners cooperating with or providing services to Data Folio Accountants Ltd.

The purpose of the Policy is to describe (a) the conditions under which Data Folio Accountants Ltd, as data controller processes personal data and (b) your rights and our obligations in relation to such processing.

Until 24 May 2018, the above processing is subject to the Belgian Law of 8 December 1992 on the protection of privacy regarding the processing of personal data, as modified by the law of 11 December 1998 transposing Directive 95/46/EC.

As from 25 May 2018, the above processing shall be subject to EU Regulation 2016/679 of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "**GDPR**").

Which information does Data Folio Accountants Ltd collect and process?

In general, Data Folio Accountants Ltd collects general identification information about all clients and with whom Data Folio Accountants Ltd interacts, such as the name, title, position, company name, professional and/or private email and/or postal address, fixed and/or mobile phone number as well as any information provided directly by such persons (e.g. by email or through providing business cards).

We collect and process various categories of personal information and data at the start of, and for the duration of, your relationship with us. We will limit the collection and processing of data and information to that which is necessary to achieve one or more legitimate purposes as identified in this Privacy Policy.

The types of personal information and data may include (but is not limited to):

- a. basic personal information, including name, address, date of birth, email address and contact details;
- b. Tax reference numbers
- c. Banking information, payment records
- d. Employment and income information
- e. Visual images and personal appearance such as copies of passports, driving license.
- f. Online profile and social media information and activity.

Where permitted by law or to fulfil our regulatory requirements, we may process information about criminal convictions or offences and alleged offences for specific and limited activities and purposes, such as to perform checks to prevent and detect crime and to comply with laws relating to money laundering, fraud, terrorist financing, bribery and corruption, and international sanctions. It may involve investigating and gathering intelligence on suspected financial crimes, fraud and threats and sharing data between banks and with law enforcement and regulatory bodies.

Why we may collect data about you

There are many reasons why we may legitimately collect and process your personal information and data, including:

1. Consent In specific situations, we can collect and process your data with your consent.
2. Contractual obligations we may process your information where it is necessary to either enter into a contract with you for the provision of services or to perform our obligations and your duties under that contract.
3. Legal compliance if the law or any regulator in any competent jurisdiction requires us to, we may need to collect and process your data and provide this to any such regulator.
4. Legitimate interest we may process your information in the day to day running of our business, to manage our business and financial affairs and to protect our customers and their employees. It is in our interests to ensure that our processes and systems operate effectively and that we can continue operating as a business. In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests

How we may obtain your data and information

We may obtain information in several ways which may include:

1. Information which you give to us;
2. Information that we receive from third parties – including previous accountants, previous employers, third parties who provide services to you or us (including via credit reference agencies, fraud prevention agencies or government agencies).

3. Information that we may gather from publicly available sources, the electoral register, Companies house, HMRC and online search engines.

How we use your information

We may use your personal information and/or data to:

1. Administer, operate, facilitate and manage your relationship with the Data Folio Accountants Ltd. This may include sharing such information internally as well as disclosing it to third parties.
2. Contact you or, if applicable, your next of kin(s) by post, telephone, electronic mail.
3. File Self-Assessment, Personal Tax Returns, Annual Accounts to Companies House and HMRC, Process payroll, Pension contributions. All this data is secured online on Microsoft OneDrive which is password protected.
4. If your relationship with us ends, we will continue to treat your personal information, to the extent we retain it, as described in this Privacy Policy.
5. We do not sell or share your personal information and/or data to third parties for third party direct marketing purposes.

Credit Reference Agencies

During hiring process, we may share your personal information to credit reference agencies (CRAs) and they will give us information about you. We do this to assess creditworthiness and check your identity.

Disclosure of your information

We may share your personal information within the Data Folio Accountants Ltd.

When we share your information with third parties, they will process your information as either a data controller or as our data processor and this will depend on the purposes of our sharing your personal data with such third party. We will only share your personal data in compliance with the applicable data protection laws and regulatory requirements.

We may transfer data within Data Folio Accountants Ltd and third-party agents so that Data Folio Accountants Ltd can comply with the terms of this Privacy Notice.

Transfers may be made outside the EEA where we are satisfied that appropriate safeguards are in place over the transferring and processing of such information or data.

We may share some information with third parties and within the Data Folio Accountants Ltd, but the information or data will be anonymised, so you will not be identifiable from that data. We will not rent or sell your data and/or information details to any other organisation or individual.

We will take all reasonable steps necessary to ensure that your information and/or data is treated securely and in accordance with this Privacy Policy.

We follow strict security procedures as to how your information and/or data is stored and used, and who sees it, to help stop any unauthorised persons getting hold of it. Once we have received your information and/or data, we will use strict procedures and security features to prevent unauthorised access. Unfortunately, the transmission of information via the internet is not completely secure and although we will do our best to protect your information and/or personal data, we cannot guarantee its security completely. Accordingly, in the case of a security breach we do not accept any liability for the direct or indirect loss, theft or misuse of the any information and/or data that you have provided to us.

Your rights

We want to make sure you are aware of your rights in relation to the information and/or data that we process about you. We have described those rights and the circumstances in which they apply, in the table below.

Rights

Access – You have the right to get access to the information and/or data that we hold about you.

Rectification – You have a right to rectification of any inaccurate information and/or data and to update incomplete information and/or data that we hold about you.

Erasure – You have a right to request that we delete your information and/or data.

Restriction – You have a right to request that we restrict the processing of your information and/or data.

Portability – You have a right to data and/or information portability.

Marketing – You have a right to object to direct marketing.

Lodge complaints – You have a right to lodge a complaint with the regulator.

How long we keep your information

Records can be held on a variety of media (physical or electronic) and formats.

If your relationship with us ends, we will continue to treat your personal information, to the extent we retain it, as described in this Privacy Policy. Retention periods for records are determined based on the type of record and applicable local legal or regulatory requirements. Retention periods may be changed from time to time based on business or legal and regulatory requirements.

We may, on exception, retain your information for longer periods, particularly where we need to withhold destruction or disposal based on an order from the any courts of competent authority, or in relation to an investigation by law enforcement agencies or our regulators. This is intended to make sure that we are able to produce records as evidence, if needed to those respective authorities.

If you would like more information about how long we keep your information, please contact us at info@datafolio.co.uk

Data Folio Accountants Ltd's undertaking when handling your personal data

Data Folio Accountants Ltd has implemented appropriate technical and organisational measures to ensure a level of security and confidentiality to your personal data to protect it against accidental or unlawful destruction or alteration, accidental loss, unauthorized disclosure or access and against other unlawful forms of processing.

Moreover, when handling your personal data, Data Folio Accountants Ltd, only collects and processes personal data which is adequate, relevant and not excessive as required to meet the above purposes.