

PRIVACY NOTICE issued by Woodgate Accounting Services Ltd

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. Woodgate Accounting Services Ltd is a data controller within the meaning of the GDPR and we process personal data. Our registered office is: Unit 43, Newhaven Enterprise Centre, Newhaven, BN9 9BA.

We may amend this privacy notice from time to time. If we do so, we will make available to you a copy of the amended privacy notice.

Where we act as a data processor on behalf of a data controller (for example, when processing payroll), we provide an additional schedule setting out required information as part of that agreement. That additional schedule should be read in conjunction with this privacy notice.

The purposes for which we intend to process personal data

We intend to process personal data for the following purposes to enable us to supply professional services to you as our client.

- To fulfil our 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 as amended (“MLR 2017”).
- To comply with professional obligations to which we are subject as a member of ACCA.
- To use in the investigation and/or defence of potential complaints, disciplinary proceedings and legal proceedings.
- To enable us to invoice you for our services and investigate/address any attendant fee disputes that may have arisen.

Categories of personal data collected

We currently collect and process the following information during the course of our business: Personal identifiers, contacts and characteristics (for example, name and contact details); Verification details; Service details; Correspondence and communications; Location details; Information we receive from other sources such as publicly available information.

Source of personal data collected

Most of the personal information we process is provided to us directly by clients or from third party sources such as government agencies and departments.

The legal bases for our intended processing of personal data

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

- At the time you instructed us to act, you gave consent to our processing your personal data for the purposes

Woodgate Accounting Services Ltd

Registered Office in England: Unit 43, Newhaven Enterprise Centre, Denton Island, Newhaven, East Sussex, BN9 9BA.
Registration number: 10836165. Tel: 01273 615078. Email: info@woodgateaccountingservices.co.uk
www.woodgateaccountingservices.co.uk

listed above

- The processing is necessary for the performance of our contract with you.
- The processing is necessary for compliance with legal obligations to which we are subject (e.g. MLR 2017, fraud prevention).
- The processing is necessary for the purposes of the following legitimate interests which we pursue (e.g. provision of professional services, investigating/defending legal claims)

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

Persons/organisations to whom we may give personal data

We may share your personal data with:

- HMRC
- any third parties with whom you require or permit us to correspond
- subcontractors
- an alternate appointed by us in the event of incapacity or death
- tax insurance providers
- professional indemnity insurers
- our professional body ACCA and/or the Office of Professional Body Anti-Money Laundering Supervisors (OPBAS) in relation to practice assurance and/or the requirements of MLR 2017 (or any similar legislation)

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

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

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

Transfers of personal data outside the EEA

Some data may be stored outside of the EEA. If we do store data outside this area, we will take all reasonable steps to ensure that data storage is as safe and secure as it would be within the UK and is treated lawfully and in accordance with the GDPR and Data Protection legislation.

Retention of personal data

When acting as a data controller and in accordance with recognised good practice within the tax and accountancy sector we will retain all of our records relating to you as follows

- where tax returns have been prepared it is our policy to retain information for 7 years from the end of the tax year to which the information relates.

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- where ad hoc advisory work has been undertaken it is our 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 for more than one year's tax compliance (e.g. capital gains base costs and claims and elections submitted to HMRC) is retained throughout the period of the relationship, but will be deleted 7 years after the end of the business relationship unless you as our client ask us to retain it for a longer period.
- Copies of records created as part of the due diligence process, including any non-engagement documents relating to the client relationship and ongoing monitoring of it, will be retained by us for a period of 7 years after we cease to act. Or for no more than 10 years if: we are required to retain them under statutory obligation; or to retain them for legal proceedings; or you consented to the retention.

Our contractual terms provide for the destruction of documents after 7 years and therefore agreement to the contractual terms is taken as agreement to the retention of records for this period, and to their destruction thereafter.

You are responsible for retaining information that we send to you (including details of capital gains base costs and claims and elections submitted) and this will be supplied in the form agreed between us. Documents and records relevant to your tax affairs are required by law to be retained by you as follows:

Individuals, trustees and partnerships

- with trading or rental income: five years and 10 months after the end of the tax year;
- otherwise: 22 months after the end of the tax year.

Companies, LLPs and other corporate entities

- six years from the end of the accounting period.

Where we act as a data processor as defined in DPA 2018, we will delete or return all personal data to the data controller as agreed with the controller at the termination of the contract.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisations, or to you, in certain circumstances.

We aim to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case we will notify you and keep you updated.

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You are not required to pay any charge for exercising your rights. However, we may charge a reasonable fee if your request is manifestly unfounded, repetitive, or excessive.

Withdrawal of consent

Where you have consented to our processing of your personal data, you have the right to withdraw that consent at any time. Please inform us immediately if you wish to withdraw your consent.

Please note:

- the withdrawal of consent does not affect the lawfulness of earlier processing
- if you withdraw your consent, we may not be able to continue to provide services to you
- even if you withdraw your consent, it may remain lawful for us to process your data on another legal basis (e.g. because we have a legal obligation to continue to process your data)

Automated decision-making

We do not intend to use automated decision-making in relation to your personal data.

Who to contact

If you have any questions about this Privacy Notice or wish to complain about our use of personal data or exercise your rights, please send your correspondence to:

Woodgate Accounting Services Ltd, Unit 43, Newhaven Enterprise Centre, Newhaven, BN9 9BA. E-mail: info@woodgateaccountingservices.co.uk

If you are not happy with our response, you have a right to lodge a complaint with the ICO. The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. www.ico.org.uk

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