

## **General Privacy Policy**

**This Policy governs the use of personal data which you provide to us to allow us to complete the work you have contracted us to carry out on your behalf. Personal data is any or all data relating to a natural person who is identified, or can be identified, from the data.**

Addition Accounting Services Limited (“we”, “our”, “us”) respects your privacy. We understand that how your personal data is used and stored matters to you, and we take the privacy of our clients. We will not collect any data other than when you contact us, and we will always process that data in compliance with the law.

We also have a Privacy Policy with regards to our website which we ask that you read when you first visit our website. Our site may contain links to other sites, and be aware that if you choose to click on those links, your data may be processed by other organisations hosting those sites. We cannot control or monitor this, and you should have regard to their Privacy Policies.

### **Who we are**

- Addition Accounting Services Limited
- our VAT number is 281 6473 85
- we are regulated by and are a member of ACCA

### **Your rights**

You have certain rights as a data subject under the General Data Protection Regulation (GDPR), which governs the collection, processing and disposal of personal data by organisations such as ours.

In relation to personal data about you, you have the right:

- to be informed about how and why we collect and use the data
- to be given access to the data we hold
- to have any inaccurate or incomplete data rectified
- to ask us to delete personal data, earlier than we might already dispose of it
- to prevent us from processing the data further
- to object to us using the data for particular purposes

We provide contact details at the end of this Policy for you to use if you have any complaint about our processing of your personal data. If you are not satisfied with the way we deal with this issue, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO), which is the body in charge of supervising personal data use in the UK.

**What data do we collect?**

We will collect your personal data in order to act for you as an agent and require identification in order to ensure that we comply with Money Laundering Regulations.

We will collect any data required to be able to complete the work requested – payroll, accounts, tax returns, company formation and secretarial roles and general financial advice relating to these areas. We do not collect any other personal data by any other method and in particular, we do not place cookies on our Site.

**How is your data used?**

We will process and store your data securely, and we will only keep it for as long as we need it for the purpose(s) for which it was collected.

You have the right to withdraw your consent to our use of your personal data at any time, and to request that we delete it.

We will not share your personal data with anyone at any time unless specifically authorised by you to do so in advance.

**How and where do we store your data?**

We will only keep your data as long as we need it for the purpose(s) for which it is collected, and/or for as long as we have your permission to hold it.

Your data will only be stored in the UK.

The steps we take to secure your data include:

- holding your data on a secure remote server
- physical security of your data within the office environment

**Accessing your data**

You are entitled to make a Subject Access Request under the GDPR. This means that you may request a copy of any personal data we hold about you, free of charge. We will provide any or all information in response to your request if you contact our office.

**Contact Details**

If you have any questions about the Site or this Policy, or you wish to make a Subject Access Request, then please contact us as follows, making your request or query clear:

e-mail: [alison.raines@additionaccountings.co.uk](mailto:alison.raines@additionaccountings.co.uk)

telephone: 01942 205552

postal address: First Floor, 53 Lord Street, Leigh, Lancashire, WN7 3NE

**Amending the Policy**

We may change this policy from time to time, in response to changes in the law or for operational reasons. Any changes will immediately be posted on the Website. You should therefore regularly review this Policy.