PRIVACY POLICY

Privacy notice for Hunter & Co Chartered Accountants

# Hunter & Co carries out various services in a number of areas and must collect personal data to do this.

# We take the protection of your privacy very seriously and this notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK (‘Data Protection Legislation’).

We will only use your personal information to deliver the services you have requested from us, and to meet our legal responsibilities.

**About Us**

Hunter & Co is a firm of Chartered Accountants and our office is at 415 Blackburn Road, Bolton, BL1 8NJ.

We have appointed Ian Hunter as data protection officer and he is our data protection point of contact and is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact Ian Hunter you can do so at: ian@hunterco.co.uk or by telephone on 01204 592233.

**How we may collect your personal data?**

We obtain personal information about you for example when you or your employer engage us to provide our services; from third parties and publicly available resources such as Companies House and when you use our website, for example when you contact us about our services.

**What type of information is collected from you?**

The personal information we collect from you will vary depending on which services you engage us to deliver. The personal information we collect may include your name, address, date of birth, National insurance number, Unique Tax Reference number, bank account details, nationality, marital status, email address, telephone number as well as financial information concerning sources of income and financial situation; details of contact we have had with you and information received from other sources such as publicly available information.

How is your information used?

We may use your personal data for the purposes necessary for the performance of our contracts with our clients and to comply with our legal obligations. This may include using your personal data where you are an employee, subcontractor, supplier or customer of our client.

We may use your personal data in order to:

* carry out our obligations arising from any agreements entered into between our clients and us, which will most usually be for the provision of our services and may including situations where you may be an employee, subcontractor, supplier or customer of our client;
* provide you with information related to our services and activities that you request from us or which we feel may interest you, provided you have consented to be contacted for such purposes;
* seek your thoughts and opinions on the services we provide; and
* notify you about any changes to our services.

We may also process your personal data without your knowledge or consent, in accordance with this notice, where we are legally required or permitted to do so.

**How long is your data retained?**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

When assessing what retention period is appropriate for your personal data, we take into consideration:

* the requirements of our business and the services provided;
* any statutory or legal obligations;
* the purposes for which we originally collected the personal data;
* the lawful grounds on which we based our processing;
* the types of personal data we have collected;
* the amount and categories of your personal data; and
* whether the purpose of the processing could reasonably be fulfilled by other means.

**What happens if there is a change of purpose?**

Where we need to use your personal data for another reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose. Should it be necessary to use your personal data for a new purpose, we will notify you and communicate the legal basis which allows us to do so before starting any new processing.

**Third Party Service Providers**

We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so.

“Third parties” includes third-party service providers. The following activities are carried out by third-party service providers: IT and cloud services, professional advisory services, administration services and auto enrolment pension services.

All our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

We may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal data with a regulator or to otherwise comply with the law.

**Transferring personal data outside the European Economic Area (EEA)**

We will not transfer the personal data we collect about you outside of the EEA.

**Data security**

We limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. We strive to protect your personal data, but we cannot guarantee the security of any information you transmit to us and you do so at your own risk. Once we receive your information, we make our best efforts to ensure its security on our systems.

Where we have given, or you have chosen, a password which enables you to access information, you are responsible for keeping this password confidential and not to share your password with anyone. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**How you can access and update your information**

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

**Your rights in connection with personal data**

Under certain circumstances, by law you have the right to:

* Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully;
* Request correction of the personal data that we hold about you;
* Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below);
* Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis;
* Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it;
* Request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email our data protection point of contact: ian@hunterco.co.uk

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**Changes to this notice**

Any changes we may make to our privacy notice in the future will be placed on our website [www.hunterco.co.uk](http://www.hunterco.co.uk). Paper copies of the privacy notice can also be obtained from Hunter & Co, Chartered Accountants, 415 Blackburn Road, Bolton, BL1 8NJ.

This privacy notice was last updated in May 2018.

**Contact Information**

Hunter & Co

415 Blackburn Road

Bolton

BL1 6NJ

Ian Hunter at: ian@hunterco.co.uk

Telephone 01204 592233

**Complaints**

We will endeavor to resolve all complaints directly, but you also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO’s contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>