

PRIVACY NOTICE

1. PURPOSE OF THIS NOTICE

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 [1998 OR 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').

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

2. ABOUT ME

I trade as a provider of accountancy and tax advice through JM Corlett Limited, a company registered in England and Wales. The company registration number is 09297819. The company registered address is also our home address.

Westwood
Gilsland
Brampton
CA8 7DA

For the purpose of the Data Protection Legislation and this notice, I am the 'data controller'. This means that I am responsible for deciding how I hold and use personal data about you. I am required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

I trade on my own and as such I cover handle all Data Protection and Privacy issues. If you have any questions about these areas then please so contact me.

3. HOW I MAY COLLECT YOUR PERSONAL DATA

I obtain personal data about you, for example, when:

- You first contact me to enquire about how I might help you.
- We work together on account and tax issues
- Because I live and work in a rural area I find that a lot of my clients communicate through services such as email and using dropbox. These are typical examples of how I collect privacy data. This also includes ID verification as part of the Money Laundering regulations.
- I also collect data about you from 3rd parties. Typically, this will involve HMRC and Companies house.

4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

The information I hold about you may include the following:

- Your personal details such as your name and/or address
- Details of contact I have had with you in relation to the provision, or the proposed provision, of my services.
- Details of any services you have received from me.
- Our correspondence and communications with you.
- Information about any complaints and enquiries you make to me.
- Information I receive from other sources, such as publicly available information, information provided by your employer.

5. HOW I USE PERSONAL DATA WHICH I HOLD ABOUT YOU

I may process your personal data for purposes necessary for the performance of my contract with you and also to comply with my legal obligations.

I may process your personal data for the purposes necessary for the performance of our contract with our clients. This may include processing your personal data where you are an employee, subcontractor, supplier or customer of our client.

I may process your personal data for the purposes of my own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data.

Situations in which we will use your personal data

I may use your personal data to carry out the obligations of our contract.

In some circumstances I may anonymise or pseudonymise the personal data so that it can no longer be associated with you, in which case I may use it without further notice to you.

If you refuse to provide me with certain information when requested, then I may not be able to perform the contract I have entered with you. Alternatively, I may be unable to comply with my legal or regulatory obligations.

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

Data retention

I 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.

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.

6. DATA SHARING

Why might you share my personal data with third parties?

I 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 I have another legitimate interest in doing so.

Which third-party service providers process my personal data?

“Third parties” includes third-party service providers.

The majority of work which I undertake is cloud based. I only use services from generally accepted and established providers.

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

What about other third parties?

I may also need to share your personal data with a regulator or to otherwise comply with the law.

7. TRANSFERRING PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

I will not transfer the personal data we collect about you outside of the EEA.e Data Protection Legislation.

8. DATA SECURITY

I have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

I 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 I am legally required to do so.

9. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal data I hold about you is accurate and current. Should your personal information change, please notify me of any changes of which i need to be made aware by contacting me.

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 which I hold about you.
- Request erasure of your personal data. This enables you to ask me to delete or remove personal data where there is no good reason for me continuing to process it. You also have the right to ask me 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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask me to suspend the processing of personal data about you, for example if you want me 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 me. Alternatively, you can telephone or post.

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

I may need to request specific information from you to help me to 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.

10. 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. To withdraw your consent, please email or write to me.

Once I have received notification that you have withdrawn your consent, I 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.

11. CHANGES TO THIS NOTICE

Any changes we may make to our privacy notice in the future will be updated on our website.

This privacy notice was last updated in May 2018.

12. CONTACT ME

If you have any questions regarding this notice or if you would like to speak to me about the manner in which we process your personal data, please email me.

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>