



## TR Accountancy Services Privacy Notice (9 March 2020)

### **Our contact details**

Name: TR Accountancy Services

Address: 21 Esthwaite Green, Kendal, Cumbria. LA9 7RZ

Phone Number: 07716485315

E-mail: tracey@traccs.co.uk

### **What type of information we have**

The personal data we collect depends on our relationship with you. We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Family details and marital status.
- Financial data including bank or payment card details, details of income and records of loans, personal liabilities and government identifiers.
- Transaction data including payment history.
- Job title, trustee status and your relationship to businesses/organisations.

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To complete annual accounts and tax returns.
- To complete other engagements for you as detailed in our engagement letter.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From HM Revenue & Customs if you have authorised us as your agent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time.** You can do this by contacting Tracey Richardson

**(b) We have a contractual obligation** – to meet the terms of our engagement with you.

**(c) We have a legal obligation** – for Money Laundering purposes in line with ACCA regulations.

**(d) We need it to perform a public task** – processing is sometimes necessary for a task we carry out in the public interest or in the exercise of official authority vested in us as controller.

## **What we do with the information we have**

We use the information that you have given us in order to meet the terms of our engagement.

We may share this information with HM Revenue and Customs and Companies House but you will always approve this information disclosure beforehand.

## **How we store your information**

Your information is securely stored and backed up at our premises.

The time period for which we retain your personal data depends on how long we need to keep it to fulfil the purposes for which we collected it. We also need to retain your personal data to comply with laws, regulations, professional and reporting obligations that we are subject to. We keep most personal data for 7 years from the financial year in which the service was first provided, although there may be some exceptions to this.

## **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 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 organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [tracey@traccs.co.uk](mailto:tracey@traccs.co.uk) or on 07716485315 if you wish to make a request.

## **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113