

HARPER BROOM PRIVACY STATEMENT

Purpose of this notice

Harper Broom respects each person's privacy and this policy will advise you how we collect and use the personal information that you supply to us and when you otherwise communicate with us (including in the course of the delivering services we provide to you or the running of our business) in accordance with the General Data Protection Regulation (GDPR), Data Protection Act 2018.

The GDPR is to do with how we manage and protect data and will have no impact on the service we provide to you.

We are Harper Broom, Chartered Accountants, Aston House, York Road, Maidenhead, SL6 1SF.

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

What is data

Data which relates to a living individual (you) who can be identified from the data or the data and other information which is in the possession of, or is likely to come in to the possession of, the data controller (Harper Broom).

The information we hold about you may include the following:

- your personal details, such as your name and/or address;
- details of contact we have had with you in relation to the provision, or the proposed provision, of our services;
- details of any services you have received from us;
- our correspondence and communications with you;
- information from research, surveys, and marketing activities;
- Information we receive from other sources, such as publicly available information, or regulatory bodies.

Legal Grounds for processing information

We will rely on the following legal bases under European Data Protection Legislation for processing your personal data:

- Performance of the service that you have requested us to deliver by way of instruction or under the terms of our contract with you set out in our engagement letter
- It is personal data that we are required to collect in order to comply with any other professional and regulatory obligations which apply to us and must be provided to us in order for us to perform our contract with you.

In each case we need the information and would not be able to act for you without this personal data.

Why is information being collected and what is it

To enable us to deliver the services set out in instructions from you or in accordance with our engagement letter we need to gather certain personal data about you. For example this would include personal information required to complete a tax return, providing officer information at Companies House, run payrolls or providing specific advice for your circumstances. Personal data is information which directly or indirectly identifies you.

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Who collects the information

The relevant information will be collected by staff members on behalf of Harper Broom. This information will be kept within Harper Broom until such time it should be removed in line with legislation or our instructions/agreement.

How we receive the information

This information will usually be collected from you through interactions and correspondence. Updates to personal information will be by the same means. Some information might be obtained directly from third parties, for example H M Revenue & Customs and fraud prevention agencies

How will the information be used

The use of your data will be for the delivery of the service set out in our instructions from you or in our engagement letter and for checking identity and prevention of fraud. We may process your personal data for the purposes of our 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. This includes processing for business development, statistical and management purposes. Permanent data, such as date of birth, will be held to enable delivery of services in the future.

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.

Who will the information be shared with

Your information will be shared only with entities where it is necessary to deliver the service you have requested of us, for example with H M Revenue & Customs or regulators. Only at your specific request will we share information with any other party. Your details will not be sold or otherwise disposed of to any third party.

The third parties we engage to provide services on our behalf will keep your data stored on their systems for as long as is necessary to provide the services to you.

How Secure are your details?

When you register your details, we will take all reasonable steps to keep these details secure and free from unauthorised access by use of technology and internal systems which will be updated as new technology becomes available and is appropriate to our systems. In addition, we limit access to your personal data to those employees 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.

Third Party Sites

Third party internet sites that you can link through to from our website will not be covered by our Privacy Policy and Harper Broom accept no responsibility or liability for any actions that these sites may perform. We advise that you should check the policy of each site that you visit.

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Accessing, removing or changing your information

You have the right to know what personal data we hold for you. 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. 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 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 wish to access or change the information that we hold about you, please contact our office.

If you wish to have your information removed from our database either permanently or temporarily, please contact us. Due to our Regulatory obligations & Legal responsibilities, there may be occasions where we are unable to delete records. We will discuss this with all clients who request any data to be deleted.

Making a complaint about the way in which your data is stored or used:

In the unlikely event that you have a complaint about the way in which your details are used or stored by Harper Broom, please contact mail@harperbroom.com or write to:

Mr J A Broom, Harper Broom, Aston House, York Road, Maidenhead, Berkshire, SL6 1SF.

If you simply have a query about any aspect of this policy or wish to have any part of it clarified, please contact us.

If we change our privacy policy we will post these changes on this page so to our users are always aware of the information we collect and how we use it.