

# PRIVACY NOTICE



## 1. PURPOSE OF THIS NOTICE

This Privacy Notice explains how 56 Accountancy collects, uses, and protects personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and any other applicable UK data protection legislation (collectively, “Data Protection Legislation”).

Please read this notice carefully to understand how we handle your personal data and your rights under the law.

## 2. ABOUT US

56 Accountancy (“we”, “our”, “us”) is an accountancy firm providing financial, tax, and advisory services. Our registered address is: 56 Windsor Street, SP2 7EA.

For the purpose of Data Protection Legislation, we are the “data controller”, meaning we are responsible for deciding how and why we hold and use your personal data.

If you have any questions about this Privacy Notice or your personal data, please contact our Data Protection Officer:

- Email: [admin@56accountancy.co.uk](mailto:admin@56accountancy.co.uk)
- Phone: 07311168849

## 3. HOW WE COLLECT YOUR PERSONAL DATA

We collect personal data about you through the following means:

- When you provide it directly to us, such as when contacting us via email, phone, or post.
- When you or your employer engage us to provide our services.
- From publicly available sources, such as Companies House.
- From third parties acting on your behalf, such as your employer.

## 4. THE TYPES OF PERSONAL DATA WE COLLECT

We may collect and process the following personal data:

- **Identification and contact details:** Name, address, phone number, email address.
- **Financial information:** Bank details, tax information, and payment history.
- **Employment details:** Occupation and employer information.
- **Technical information:** IP address, browser details, and website usage data.
- **Other relevant information:** Any personal data required to provide our services or comply with legal obligations.

## 5. HOW WE USE YOUR PERSONAL DATA

We process your personal data for the following purposes:

- To perform our contractual obligations to you or your employer, including providing accountancy and tax services.
- To comply with our legal and regulatory obligations, such as tax reporting or anti-fraud measures.
- To improve our services and maintain our business operations, including marketing (where consent is provided).
- To respond to queries, complaints, or claims.

#### **Legal bases for processing:**

We rely on one or more of the following legal bases to process your personal data:

- **Contract:** Where processing is necessary for a contract we have with you or your employer.
- **Legal obligation:** Where processing is required to comply with the law.
- **Legitimate interests:** For business improvement, client relationship management, and service development.
- **Consent:** Where you have explicitly given consent, such as for marketing purposes (you may withdraw consent at any time).

#### **6. DATA SHARING**

We may share your personal data with:

- Third-party service providers, such as IT and cloud storage providers, who help us operate our business.
- Professional advisors, such as lawyers or auditors, for legal or regulatory purposes.
- Regulators or authorities when required by law.

All third parties are required to use your personal data only in accordance with our instructions and to protect it appropriately.

#### **7. TRANSFERS OUTSIDE THE UK AND EEA**

We do not transfer your personal data outside the UK.

#### **8. DATA RETENTION**

We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including satisfying any legal, accounting, or reporting requirements.

When determining retention periods, we consider:

- Legal obligations and regulatory requirements.
- The nature of the personal data.
- The purposes for which we process the data.

#### **Retention periods:**

- Client records: 6 years after the end of the relationship, unless required longer for legal reasons.
- Marketing data: Until consent is withdrawn or data is no longer needed.

#### **9. DATA SECURITY**

We take reasonable measures to protect your personal data from loss, misuse, or unauthorized access, including secure storage and access controls.

## 10. YOUR RIGHTS

Under Data Protection Legislation, you have the following rights:

- **Access:** Request a copy of the personal data we hold about you.
- **Correction:** Request correction of any inaccurate or incomplete data.
- **Erasure:** Request deletion of your personal data where appropriate.
- **Restriction:** Request a temporary halt to processing your personal data.
- **Objection:** Object to processing based on legitimate interests or for direct marketing.
- **Data portability:** Request transfer of your data to another party.
- **Withdraw consent:** Withdraw your consent for specific processing activities.

To exercise these rights, please contact us at [admin@56accountancy.co.uk](mailto:admin@56accountancy.co.uk) or call 07311168849. We may need to verify your identity before proceeding with your request.

## 11. HOW TO COMPLAIN

If you have any concerns about how we handle your personal data, please contact us using the details above. If you are not satisfied with our response, you can lodge a complaint with the UK Information Commissioner's Office (ICO):

- Website: [www.ico.org.uk](http://www.ico.org.uk)
- Phone: 0303 123 1113

## 12. CHANGES TO THIS NOTICE

We may update this Privacy Notice from time to time. Any updates will be published on our website at [www.56accountancy.co.uk](http://www.56accountancy.co.uk).

This notice was last updated on 20/02/2025.