
PRIVACY NOTICE

BACKGROUND:

Peachey & Co (Accountants) Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our clients and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information About Us

Peachey & Co (Accountants) Limited.

Registered in England under company number 05915841.

Registered address: 61 Westway, Caterham, Surrey CR3 5TQ

VAT number: 869 4782 55

Data Protection Officer: Darren Peachey

Email address: darren@peachey-accountants.co.uk

Telephone number: 01883 340999

Postal Address: 61 Westway, Caterham, Surrey CR3 5TQ.

We are regulated by The Institute of Chartered Accountants in England and Wales.

2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.

- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Personal Data Do You Collect?

The information we collect is shown in the appendix to this document.

6. How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be may be used for one of the following purposes:

- Providing and managing your account.
- Providing our services to you as set out in our engagement letter.
- Communicating with you. This may include responding to emails or calls from you.

7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected.

8. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data within the European Economic Area (the "EEA"). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the GDPR or to equivalent standards by law.

9. **Do You Share My Personal Data?**

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time.

11. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Darren Peachey):

Email address: darren@peachey-accountants.co.uk

Telephone number: 01883 340999

Postal Address: 61 Westway, Caterham, Surrey CR3 5TQ.

12. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made notified to you.

Appendix 1 – Personal data held

Internal reference
HMRC user login and password
Trading as
Nature of business
Legal form
Date of trading
Company number
Company UTR no
Authentication code
Year end
First name
Middle name
Last name
Preferred name
Date of engagement
Date of birth
Date of death
Email address
Postal address
Previous address
Telephone number
Mobile number
NI number
Personal UTR no
Marital status
Nationality
Preferred language
Income sources
Previous accountant
Referred by
Website address
Occupation
Social media links
Services required
Tax year
Next due date
Copy of passport
Copy of address
VAT number
VAT scheme
VAT quarter end
VAT due dates
PAYE employers ref

PAYE accounts office ref
PAYE year
PAYE frequency
PAYE due dates
P11d due dates
CIS contractor
CIS due date
Auto enrolment
AE due date
Bank account details
Company officers
Employee records - personal records
Employee records - tax details (code
etc.)
Employee records - statutory pay
Employee records - pension details
Employee records - pay records