

Privacy notice for Ken Fryer Chartered Accountant (Kenneth Wade Fryer F.C.A.)

Ken Fryer Chartered Accountant takes the protection of your privacy very seriously. I will only use your personal information to deliver the services you have requested from me, and to meet my legal responsibilities.

How do I collect information from you?

I obtain information about you when you engage me to deliver my services and when you contact me about my services.

What type of information do I collect from you?

The personal information I collect from you will vary depending on which services you engage me to deliver. The personal information I collect might include your name, address, telephone number, email address, your Unique Tax Reference (UTR) number, your National Insurance number, bank account details, your IP address, which pages you may have visited on my website and when you accessed them.

How is your information used?

In general terms, and depending on which services you engage me to deliver, as part of providing my agreed services I may use your information to:

- contact you by post, email or telephone
- verify your identity where this is required
- understand your needs and how they may be met
- maintain my records in accordance with applicable legal and regulatory obligations
- process financial transactions
- prevent and detect crime, fraud or corruption
- carry out the work you have engaged me to deliver

I am required by legislation, other regulatory requirements and my insurers to retain your data where I have ceased to act for you. The period of retention required varies with the applicable legislation but is typically five or six years. To ensure compliance with all such requirements it is the policy of the firm to retain all data for a period of seven years from the end of the period concerned.

Who has access to your information?

I will not sell or rent your information to third parties.

I will not share your information with third parties for marketing purposes.

Any staff with access to your information have a duty of confidentiality under the ethical standards that this firm is required to follow.

Third Party Service Providers working on my behalf

I may pass your information to my third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on my behalf, for example to process payroll or basic bookkeeping. However, when I use third party service providers, I disclose only the personal information that is necessary to deliver the service and I have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

Please be assured that I will not release your information to third parties unless you have requested that I do so, or I am required to do so by law, for example, by a court order or for the purposes of prevention and detection of crime, fraud or corruption.

How you can access and update your information

Keeping your information up to date and accurate is important to me. I commit to regularly review and correct where necessary, the information that I hold about you. If any of your information changes, please email or write to us, or call me using the 'Contact information' noted below.

You have the right to ask for a copy of the information Ken Fryer Chartered Accountant holds about you.

Security precautions in place to protect the loss, misuse or alteration of your information

Whilst I strive to protect your personal information, I cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once I receive your information, I make my best effort to ensure its security on my systems. Where I have given, or where you have chosen, a password which enables you to access information, you are responsible for keeping this password confidential. I ask you not to share your password with anyone.

Your data will usually be processed in my offices in the UK. However, to allow me to operate efficient digital processes, I sometimes need to store information in servers located outside the UK, but within the European Economic Area (EEA). I take the security of your data seriously and so all my systems have appropriate security in place that complies with all applicable legislative and regulatory requirements.

Your choices

I may occasionally contact you by post / email / telephone with details of any changes in legal and regulatory requirements or other developments that may be relevant to your affairs and, where applicable, how I may assist you further. If you do not wish to receive such information from us, please let me know by contacting me as indicated under 'Contact information' below.

Your rights

Access to your information: You have the right to request a copy of the personal information about you that I hold.

Correcting your information: I want to make sure that your personal information is accurate, complete and up to date and you may ask me to correct any personal information about you that you believe does not meet these standards.

Deletion of your information: You have the right to ask me to delete personal information about you where:

- you consider that I no longer require the information for the purposes for which it was obtained
- you have validly objected to my use of your personal information - see 'Objecting to how I may use your information' below
- my use of your personal information is contrary to law or my other legal obligations
- I am using your information with your consent and you have withdrawn your consent - see 'withdrawing consent to use your information' below.

Restricting how I may use your information: In some cases, you may ask me to restrict how I use your personal information. This right might apply, for example, where I am checking the accuracy of personal information about you that I hold or assessing the validity of any objection you have made to my use of your information. The right might also apply where there is no longer a basis for using your personal information but you do not want me to delete the data. Where this right is validly exercised, I may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Objecting to how I may use your information: Where I use your personal information to perform tasks carried out in the public interest then, if you ask me to, I will stop using that personal information unless there are overriding legitimate grounds to continue. You have the right at any time to require me to stop using your personal information for direct marketing purposes.

Withdrawing consent to use your information: Where I use your personal information with your consent you may withdraw that consent at any time and I will stop using your personal information for the purpose(s) for which consent was given.

Please contact me in any of the ways set out in 'Contact information' below if you wish to exercise any of these rights.

Changes to my privacy notice

I keep this privacy notice under regular review and will place any updates on www.kenfryer.co.uk. Paper copies of the privacy notice may also be obtained from Ken Fryer Chartered Accountant, 8 Coronation Road, Bath BA1 3BH.

This privacy notice was last updated on **July 2018**.

Contact information

Ken Fryer
8 Coronation Road, Bath
BA1 3BH
ken@kenfryer.co.uk

Complaints

I seek to resolve directly all complaints about how I handle your personal information but you also have the right to lodge a complaint with the Information Commissioner's Office at

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>