

PRB Accountants Privacy Notice

The purpose of this notice is to be transparent about how and why we use your personal data and to ensure that you are aware of your rights under UK data protection legislation (UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018).

The Company

We are PRB Accountants LLP and we are the data controller. Our correspondence address is Kingfisher House, Hurstwood Grange Hurstwood Lane, Haywards Heath, West Sussex, RH17 7QX. You can contact us at info@prbmp.com or on 01444 458252.

The purpose for processing your data and our basis for doing so.

We process personal data so we can provide commercial accounting and related services (such as company accounts, bookkeeping, tax returns, etc.) to clients and engage with prospective clients and partners. We will also use your data for complying with the UK anti money laundering legislation and for marketing purposes.

In processing your data, we must establish our legal basis for doing so and the legal basis can be different depending on the purpose we use it for.

If you are a client, we will hold the following information about you:

- Your full name.
- Your postal address.
- Correspondence address.
- Your email address.
- Your contact telephone number(s)
- Alternative contact details.
- Your date of birth.
- Gender.
- Marital status and dependants.
- Next of Kin.
- Unique Tax Reference number.
- National Insurance number.
- Other government identifier.
- Photograph.

We process this information so we can provide you with accounting services, invoice you and maintain our communication with you. Our legal basis for doing this is Article 6.1.b – performance of a contract (including taking steps to enter a contract). This is necessary to deliver the service to you.

We will process your data to enable us to perform mandatory due diligence checks on you. This will occur both at point of engagement and during our commercial relationship. This is to allow us to comply with the requirements of the Money Laundering Regulations 2017. Our legal basis for doing this is Article 6.1.c – compliance with a legal obligation.

Please note that we require your personal data to enter a contract to supply our services and to fulfil our legal obligation of due diligence. If you fail to provide the required personal data, we will not be able to engage with you.

We may receive your personal data from a third party. This might be from another accountant if your accounts are transferred to us through a company purchase or at your direction. Additionally, we may utilise electronic verification for our client due diligence and receive data about you through that source.

Marketing

We will send newsletters and other marketing to individuals who have agreed to receive these communications. Our legal basis for doing this is Article 6.1.a – consent. You can ask us to stop sending you communications at any time.

Recipients of your data

As a general principle, we will not transfer your personal data to other recipients without your permission. There are some exceptions to this:

- If you do not pay your bills, we may choose to engage a third party to recover any money you owe us. Our lawful basis for doing this is Article 6.1.f - we have a legitimate interest to pursue money owed to us.
- It is possible, though unlikely, that we might be forced to disclose your information in response to a court order or other legal requirement. Our lawful basis for doing this is Article 6.1.c - Legal Obligation
- We are required to undertake due diligence by law for anti-money laundering purposes. As such we may be required to share your personal data with our professional supervisory authority and / or law enforcement agencies. Our lawful basis for doing this is Article 6.1.c – performance of a legal obligation.
- His Majesty's Revenue and Customs will also receive some of your personal data as will Companies House. Our lawful basis for sharing this is Article 6.1.c – performance of a legal obligation.
- With your permission, we will share your personal data with mortgage providers, lettings agents, solicitors etc. for the purpose of providing references.

Data processed by third parties on our behalf.

We use the services of other organisations in the processing your data. We use cloud-based platforms for some accounting activities, credit checking, due diligence and video conferencing purposes. We have outsourced IT support and cloud based data backup as well as external marketing support.

Those organisations that process personal data on our behalf are subject to a data processing contract as required by Article 28 of the UK GDPR. This ensures that your data is handled in accordance with the UK GDPR.

Transferring your data outside of the UK

The data we use for client accounts is stored in the UK. Data used for marketing activity is transferred to the USA by the cloud based platform used. This transfer is conducted using Standard Contractual Clauses.

Retention periods

We will retain your data only for the time we require it for the purposes stated and / or where we have a legal obligation or other legitimate purpose.

If you are a customer, then we will keep your data for all the time you are a customer and for 7 years following. This is to comply with HMRC audit requirements.

If you are a prospective client, we will keep your information for 2 years from the last contact you made, unless you have asked us to stop contacting you. If this is the case, we will remove you from the mailing list but will keep the minimum of data to ensure you are not added back into it.

Personal data collected for the purpose of client due diligence, will be retained for a minimum of 5 years.

Your rights

The UK GDPR provides you with several rights in relation to the data we process. The rights relevant to our activities are:

- You have the right to get access to and copies of your personal data.
- You can ask us to rectify any inaccurate information we may be holding.
- You can restrict our processing of your data
- For data you have provided by consent, you can request us to erase it (although we may have to retain some for legal reasons).
- You have the right of data portability

If you want to exercise any of these rights, contact us on the above email address.

You also have the right to lodge a complaint about our processing with a supervisory authority — the UK's Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: www.ico.org.uk