

# Privacy Notice

## Aston Accountancy Limited

### What is this document and who is it for?

This document is intended to provide you with important information about how we process your personal data. This includes details of what personal data we hold, how we store it, what we do with it, why we hold it and how long we hold it for.

The contents of this document apply to both clients and prospective clients of Aston Accountancy Limited.

The below 'summary information' section provides some general summary information about what we do with your personal data. Full details can be found in the table at the end of this notice.

### Summary information

In order to provide you with the services detailed in our letter of engagement Aston Accountancy Limited must hold and process personal data. We use this information to; conduct Customer Due Diligence (CDD) checks we are obliged to conduct under law; meet our obligations detailed under our letter of engagement; and, provide you with any additional services we may agree with you to provide.

We hold your personal data on cloud-based accountancy software provided by HMRC, Taxcalc, Comprehensive and Quickbooks, our outlook emails systems, as spreadsheets stored locally on our computers and, in some instances, as physical printouts stored in locked filing cabinets.

### Data Protection Policy

You should read this privacy notice in connection with Aston Accountancy Limited's data protection policy. A copy of our data protection policy can be requested at any time from us, or [downloaded from here](#).

### Data controller's and data protection officer's details

**Data Controller:** Aston Accountancy Limited (Incorporated in England under company number: 2872159)

**Data Protection Officer:** Heather Rogers

### How to contact us with any questions

If you would like to contact us, please use the below methods. Please note that our office closes on weekends and English bank holidays. We normally close the office over the Christmas period, including some normal working days, please contact us for more information. If your contact relates to exercising your rights under data protection legislation it will help us if you make your communication in writing (either post or email).

**Email:** [heather@astonaccountancy.co.uk](mailto:heather@astonaccountancy.co.uk)

**Telephone:** 01908 263215

**Post:** 76 High Street, Stony Stratford, Milton Keynes MK11 1AH

## Your rights

Under data protection legislation you have eight main rights relating to your personal data:

1. Right to be informed
2. Right of access
3. Right to rectification
4. Right to erasure
5. Right to restrict processing
6. Right to data portability
7. Right to object
8. Rights related to automated decision making including profiling

If at any time you would like to exercise one of your rights under data protection legislation, please contact us. We recommend that you consult our data protection policy before contacting us.

## Personal data we process for clients and prospective clients

Personal Data	Lawful Basis for Processing	How/Where is the Data Stored?	Who has Access?	How Long the Data is Stored?	Who else is the data transferred to?	Is the data transferred to a third country? (Name of Country)
<i>Name, address, NI Number, Contact Numbers, DOB, Copy of Passport, Proof of address, Unique Tax Reference Number, Email address,</i>	<i>Money Laundering purposes. Required by HMRC.</i>	<i>Cloud based software, local based software, email system, filing cabinets and archive storage area. Systems are passworded and encrypted. Cabinets are lockable and archive is a locked room</i>	<i>The Owner of the business, PA to the Owner, Accounts Assistant and other employees as seen necessary to act for the client</i>	<i>We have a legal/regulatory requirement to retain the data for as long as is seemed necessary by HMRC and other government departments under statute</i>	<i>HMRC. We have secure login details for submitting data to HMRC.</i>	<i>No data is transferred to a third country.</i>