

1.0 Introduction

PFS Accountants and Auditors Ltd - "We"
Clients of PFS Accountants and Auditors Ltd - "Your"

PFS Accountants and Auditors Ltd is a Professional Services company, specialising in the business area of Accountancy and taxation.

We are committed to respecting our customers' privacy and protecting their personal information from misuse or authorised disclosure and complying.

This privacy policy explains how we use any personal information we collect from our clients.

We process personal information to enable us to provide accounting, auditing and related services, to maintain our own accounts and records and to support and manage our employees.

Under the GDPR we would be classified as a data controller in respect of the personal information that we process in relation to our business excluding our payroll services provided to clients where we act as data processor.

2.0 Data We Collect

We will collect only personal information that is required to carry out the duties under our engagement with our clients, examples of such as follows;

- Name
- Address including photograph proof of same
- Photographic proof of identity
- Contact information
- Family information

Please note the above list is not an exhaustive list of all the types of data we collect.

3.0 When, why and how we gain Consent (Legal Basis)

We will not collect any information about you without your explicit consent:

We will ask your consent every time we need to collect personal information about you.

We will explain in a clear simple terms why we want to collect your information and what we will do with it before seeking your consent so you are fully informed and you will be given a clear and unambiguous option to opt in to any communications or services we might want to offer you.

4.0 Why we collect Personal Data

We collect information about you to manage your services with our offices.

We also use it for business, regulatory and legal purposes, like:

- Dealing with any requests you make or content you submit
- Getting in touch if we need to tell you about something, like a change to our policies or issues with a service

5.0 Who Processes the Data We Collect (Who are the recipients of your data)

We will store and process your data following industry best practice and security.

We will take all reasonable steps to ensure that there are appropriate arrangements in place that includes provisions covering the appropriate secure transfer, handling and processing of the personal information by those entities and third parties.

6.0 Where we might send your personal data (Geographically)

We process data within the EEA and countries deemed by the European Union as having adequate safeguards for protecting personal data. These countries are recognised by the EU as having suitable safeguards for the rights and freedoms of individuals and recourse processes by which data subjects can exercise their rights.

7.0 How long do we keep your data

The data referenced above in section - Data we collect:

We retain your personal information only as long as we need to, to manage your account with our offices, or as required under the law.

Where there is no statutory or regulatory requirement, our policy is to retain information for 7 years following the completion of the services we were engaged for.

8.0 Data Sources - where did you get my data

Any and all data in respect of - Data We Collect, is collected directly from you, the individual.

We do not collect any of your personal data from any other sources. This included any publicly accessible list and or data sources, whether in the public domain or if we have a legitimate interest to be able to access those sources legally

9.0 Do we have a statutory or legal right to hold this data

We have no statutory or legal right to hold the data you have provided , and detailed in respect of - Data We Collect.

We rely on consent to collect and store this data, and uphold all of the individual's rights and freedoms with respect personal data given by consent.

See section - Your Rights as an Individual in Respect of the Data We hold.

10.0 Automated Decision Making, Profiling, and what that means for you

Any and all data in respect of - Data We Collect, is not subject to any automated decision-making.

We do not profile you using your data; any actions taken by us or our systems are as a direct result of explicit requests or consents you have chosen.

There are no foreseeable consequences of any significance in respect of providing the data or being removed from the records, except that we will not be able to contact you.

11.0 Your Rights as an Individual in Respect of the Data We hold

We respect the rights and freedoms of individuals and as such we would like to make you aware of the following.

You have the right to:

- Request access to your data
- Request rectification of your data where there are errors or inaccuracies or the data is not current
- Request that the data we hold is removed entirely from our systems
- Request us to restrict processing of your data
- Object to our processing of your data
- Request your data in a format that is commonly used/accepted
- Send your data to another controller
- Withdraw consent already provided - at any time

You also have the right to complain to this organisation,

To exercise your rights above please contact any of the Data Protection Officer, Data Controller or Company representative via any of the channels provided.

You also have the right to lodge a complaint with a supervisory authority. In this instance the ICO and their contact details are as follows:

<https://ico.org.uk/concerns/handling/> or call the ICO on 0303 123 1113.

12.0 Organisation Contact Details

If you have any queries relating to this privacy notice or if you wish to exercise any of your rights in relation to the personal information we hold on you or if you would like to lodge a complaint about our use of personal data any other matters please contact our offices by any of the following means:

E-mail: mark@pfsaccountants.co.uk

Tel: 02877742107

Post: 122 Main Street

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Co Derry

BT47 4LG