

Privacy Policy Statement

Here at Revis & Co Accountancy Services Ltd we only collect personal data that we require to fulfil the role we have been appointed to. Below is our FAQ's relating to the personal data that we collect.

How do we collect data?

We obtain our information directly from you, when you start business with us in the way of the new client information form. This form will be directly filled out by yourself. Information may also be requested by email or phone if it is missing.

What type of information do we collect?

As mentioned above we only collect data that we need. The types of data we collect are as follows:

- Full Name
- Home address
- Time at home address
- Mobile phone number
- Home phone number
- Work phone number
- Date of birth
- Email address
- NI number
- UTR number
- ID

Why do we collect such personal information?

As mentioned above we only collect the data that we require to fulfil the role that has been appointed to us. We collect information for the following reasons:

- To provide our services
- To provide client support
- To be able to communicate with organisations like HMRC on your behalf
- To be able to file accounts and returns
- To comply with any applicable laws and regulations

How do we use personal data?

Revis & Co Accountancy Services Ltd only use data to fulfil the role that has been appointed. Your data will only be shared with the employee(s) that are working on your job or if it is needed to complete their role. Your data may be shared with 3rd parties (like insurers), if this is required to help fulfil our role that we have been appointed to and will be shared with law enforcement if requested to do so.

How do we store your information?

We take securing your information very seriously. All information held by us is kept securely in computer databases, both locally in our premises and on servers based in the EU. If your data is also in paper form it is kept locked away, where un-authorized access is not allowed.

How long do we keep your information?

We will not keep your information for longer than we feel is necessary. Whilst you are a client with us we will keep all information that is required for us to fulfil our role appointed to us. If you ever unfortunately leave us, then we will keep your information for a year after and then dispose of it if the law allows us to.

What are your rights?

Under data protection law, you may have several rights concerning the data we hold about you. If you wish to exercise any of these rights, please contact our data controller using the details below. **The right to be informed.** You have the right to be provided with clear transparency and easy to understand information about how we use your information. This is why we are providing you with information in this policy.

The right of access. You have the right to access your personal data. This will enable you to check how we are processing your data and to see what data we hold on you.

The right to rectification. You have the right to correct your information if it is inaccurate or incomplete.

The right to erasure. This is also known as 'the right to be forgotten'. This means you can request that certain information we hold on you to be deleted or erased.

The right to restrict processing. You have the right to block or suppress use of your information. We can still store your information but will not use it any further.

The right to data portability. You have the right to obtain your information in a portable format, so you can re-use it for your own purposes across different services.

The right to object. You have the right to object to the processing of your data in certain circumstances

How to access & Control your personal data

Requests from individuals should be made by email, addressed to the data controller at accounts@revisandco.co.uk. The data controller will aim to provide the requested data within 7 working days.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Privacy Policy Updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

This privacy policy was last updated: 23/05/2018