

Tax4Today Accountants Ltd Privacy Policy

last updated: 25th May 2018

In accordance with the General Data Protection Regulation (GDPR) and related UK data protection legislation, we are committed to protecting the confidentiality and security of the information that you provide to us. This Privacy Policy is designed to help you understand how we collect and use your information. We may change and update this policy from time to time and any updates will be made available on this page, so please check back here for the latest policy.

Who are We?

Tax4Today Ltd (also referred to in this Policy as "we", "us", or "our" or "T4T") are Accountants, and the Data Controller within the meaning of the General Data Protection Regulations (GDPR).

Our registered Company number and address are:

Company number – 10651804
3 Holmesdale Road
Reigate
England
RH2 0BA

How Can You Contact Us?

For any questions or concerns relating to this Privacy Policy or our data protection practices and for General Enquiries, please contact us at:

Tax4Today Accountants Ltd
3 Holmesdale Road
Reigate
England
RH2 0BA

Email: info@tax4today.co.uk

Tel: 0330 0537042

Why we need your data

We will need your data in order to provide you with information and services that you have requested. We will not collect any PII from you we do not need in order to provide and oversee our service to you.

What we do with your data

All data we process is processed by our staff in the UK, however for the purposes of IT hosting and maintaining, this information may be located on servers within the European Union. We do not transfer, store or process any PII in Third Countries.

We have a strict Data Protection regime in place to oversee the effective and secure processing of your personal data.

What Information Do We Collect and How Do We Collect It?

The data that we collect from you is used to provide and enhance our service.

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information (PII) may include, but is not limited to:

Email address; First name and last name; Phone number(s); Postal and correspondence address; Date of birth; UTR number; National Insurance Number; Bank Account number and sort code; Copy identification details such as utility bills and driving license; Marital status; number of children and dates of birth; Cookies and Usage Data

Cheques sent to our offices are kept in a secure locked location until they are banked.

Information from Other Sources

We may use legal public services such as HMRC and Companies House and other government authorities to obtain information about you. Such information will only be obtained from reputable sources which operate in accordance with the GDPR.

Use of Cookies

Cookies are small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers

By agreeing to use cookies registered to our website, we may also collect data on how you interact with our service and your activity on our website. This data is anonymised and may include, but is not limited to:

Internet Protocol Address (IP Address)
Data and time of your visit
Browser Type and Version
Pages on our website that you visit
The time spent on each page

Please see our Cookie Policy for further details.

Who Has Access To Your Data?

- We will not sell or give your personal data to any third party in exchange for money without your prior explicit consent.
- We will not share your personal data with any third party for marketing purposes without your explicit consent.
- We may employ third party companies and individuals to help deliver our service on our behalf, to perform service-related services, or to assist us in analysing how our service is used. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and are obligated not to disclose or use it for any other purpose.

Third party providers that we may transfer personal data to include, but not limited to:

- Solicitors
- HMRC
- Accountancy Manager and other IT providers.

Lawful Basis for processing

To process PII on an individual an organisation must have a lawful basis for carrying this out. T4T uses the following lawful bases for processing:

Contractual: the vast majority of our lawful processing is necessary for a contract with an individual or company, or because they have asked us to take specific steps before entering into a contract.

Consent: the individual has given clear consent for the process their data for a specific purpose, for example being introduced to an insurance broker or pension advisor and for this we may receive an introductory fee. Where we use consent as the legal basis for processing your PII, you have the right to withdraw your consent at any time. If you wish to discuss or withdraw your consent, please contact us using the details below.

Legal obligation: we may be required to process PII to comply with our legal obligation, ie a court order.

How long with we keep your data?

We will retain your personal data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your personal data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies. With this in mind we will hold your data for a minimum of six years, unless you tell us otherwise.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the GDPR and the Freedom of Information Act 2000.

We continually review this retention period to ensure we process your personal data within the statutory requirements contained within the General Data Protection Regulation.

What are your rights

The GDPR provides the following rights for individuals:

- 1. The right to be informed:**
Data Subjects must be made clear about what, why and in what way their information will be used.
- 2. The right of access:**
Data Subjects have the right to know what information we hold on them, who holds this information and why.
- 3. The right to rectification:**
Data Subjects have the right to request corrections to the information that we hold on them.
- 4. The right to erasure:**
Data Subjects can request to be forgotten.
- 5. The right to restrict processing:**
Data Subjects can ask organisations to stop processing their information.
- 6. The right to data portability:**
Data Subjects can ask for their information in a machine-readable format or to have it sent to another organisation.
- 7. The right to object:**
Data Subjects have the right to object to organisations processing their information.
- 8. Rights in relation to automated decision making and profiling:**
Data Subjects have protection against the use of profiling of their information or automated decision making.

T4T aim to take all reasonable steps to allow you to amend, delete, correct, or limit the use of your personal data. If at any point you believe the information we process on you is incorrect, you can request to see this information and have it corrected or deleted by contacting us using the details below.

Access to your Information/Subject access request

If you wish to submit a Subject Access Request to understand what personal information we hold for you please contact us at;

Tax4Today Ltd
3 Holmesdale Road
Reigate
England
RH2 0BA
Tel – 0330 0537042

Email - SAR@Tax4Today.co.uk
<https://www.tax4today.co.uk>

TAX4TODAY are obliged to provide a response to your request within 1 month of receipt of the request. Where requests are complex or we are dealing with numerous requests we may extend this for a further two months, but you will be notified in these circumstances within one month of receipt of your request.

Privacy of Children

We do not knowingly process data of anyone under the age of 16. If you are the parent or guardian and you are aware that we hold personal data on your children please contact us. We will take necessary steps to stop processing this data once notified.

Special Category Data

We do not knowingly process any special category data, details of which are listed below. special category data is more sensitive, and so needs more protection. For example, information about an individual's:

Race, ethnic origin, political or religious beliefs, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life, or sexual orientation.

We will take necessary steps to stop processing this data once notified.

Complaints or queries

T4T tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

This Privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the company's collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can raise your concerns with the Information Commissioner's Office:

The Information Commissioner 0303 123 1113 or if you are outside of the UK +44 1625 545 700.

Additional information about the Information Commissioners Office can be found by visiting their website at www.ico.gov.uk