

PRIVACY POLICY

1. INTRODUCTION

Ashworth Bailey Limited take our responsibilities as a business to respect and protect all means of data which we collect. In line with current GDPR legislation, this policy will outline the different types of data which we collect, why we collect it, and what we will do to keep it secure.

2. TYPES OF DATA WE COLLECT & WHY WE COLLECT IT

Website Cookies

2. We receive, collect and store any information you enter on our website, www.ashworthbailey.co.uk or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet. We use third party software tools including Google Analytics to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We do not make attempt to nor is it possible to use this information to identify the user visiting our website on an individual basis.

Mailing Lists

2.1 At present we do not use mailing lists.

Client engagements

2.2 When you appoint us to act on your behalf you supply us with personal details. These details may include a contact name, contact address, telephone number and or email address. We will use this data to contact you about the services we supply and as part of the service provided these details may be provided to HM Revenue and Customs and Companies House. At no point will this information ever be shared with any other third party company without consent. You may also supply us with sensitive financial, accounting and tax information and we may retain copies of this information on our files to support the work we have undertaken. This information will never be shared with any other third party without consent.

3. DATA STORAGE & SECURITY

E-mails

3 All e-mails sent to and from Ashworth Bailey Limited are stored onsite on our local network and also offsite on our email providers secure servers. Our servers and any attached computers are password secured.

Hard Copy Data

3.1 We keep hard copies of all invoices raised for services, working papers files for work undertaken and hard copies of all correspondence relating to client matters. These hard copies are stored onsite at our secure premises.

Electronic Data

3.2 Electronic data is held in our accounts tax software, TaxCalc, or our accounting software, VT Transaction+. These packages contain client and supplier contact information including, address, email addresses, telephone numbers together. Information relating specifically to clients includes date of birth, marital status, National Insurance Number, Unique Tax Reference, tax data and financial transaction data. The data used in this software is stored digitally on our secure network which is password protected and running the latest Firewall and Antivirus software in order to reduce the risk of a data breach taking place.

4. ACCESS TO YOUR PERSONAL INFORMATION

Under GDPR, you have the right to the following conditions:

- Request an amendment of your personal information that we hold.
- Request for deletion of data that we hold.
- Appeal to the processing of data where we are relying on legitimate interest.
- Request the transfer of your personal information in a suitable form.
- Make a complaint to the Information Commissioner's Office whom can be contacted through their website - <https://ico.org.uk>.

To view, amend or delete any of the personal data we hold please e-mail your request to our data protection officer, Martin Ashworth martin@ashworthbailey.co.uk

5. CHANGES TO THIS POLICY

We reserve the right to update this policy at any time so please review it frequently.