



Whiteside and Davies

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## Whiteside & Davies Accountants

### Privacy Policy

**We take our responsibilities to look after your data seriously and will always process it fairly and in accordance with the purpose for which it was obtained.**

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK (“Data Protection Legislation”).

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

#### **About us**

Whiteside & Davies Accountants (“Whiteside & Davies Accountants”, “we”, “us”, “our” and “ours”) is an accountancy and tax advisory firm. We are registered in England and Wales, our company registration number is 11188719 and our registered office is at 158 Cromwell Road, Salford M6 6DE. Tel: 0161 792 9461 For the purpose of the Data Protection Legislation and this notice, we are the ‘data controller’ in relation to your personal data. This means that we are responsible for deciding what personal data we collect and how it is processed.

#### **Your personal data**

The information we hold about you will vary according to the services provided to you or the method of enquiry if you are solely enquiring about our services. This may include some or all of the following:

- your personal details (such as your name, address, contact details);
- financial information (such as bank account information, salary or pension details);
- tax information (such as National Insurance number and PAYE codes);
- details of contact we have had with you in relation to the provision, or the proposed provision, of our services;
- details of any services you have received from us;
- our correspondence and communications with you;
- information about any complaints and enquiries you make to us;

If you object to the collection, use and sharing of your personal data then we may be unable to provide you with our services.

#### **Collecting your personal data**

We obtain personal data about you, for example, when:

- you request a proposal from us in respect of the services we provide;
- you engage us to provide our services and also during the provision of those services;

- you contact us by email, telephone, post, through our website (for example, when you have a query about our services); or
- from third parties and/or publicly available resources (for example, from your employer or from Companies House).

## Using your personal data

We process your personal data:

- for purposes necessary for the performance of our contract with you and to comply with our legal obligations;
- for the purposes necessary for the performance of our contract with our clients. This may include processing your personal data where you are an employee, subcontractor, supplier or customer of our client;
- for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data;
- for certain additional purposes with your consent and, in these limited circumstances where your consent is required for the processing of your personal data, you have the right to withdraw your consent to processing for such specific purposes.

Should it be necessary to use your personal data for a reason other than for the purpose for which we collected it, we will only do so where that reason is compatible with the original purpose.

In some circumstances we may anonymise or pseudonymise your personal data so that it can no longer be associated with you, in which case we may use it indefinitely without further notice to you.

We may also process your personal data without your knowledge or consent, in accordance with this notice, where we are legally required or permitted to do so.

## Sharing your data

We will share your personal data with our regulators or other third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so.

“Third parties” includes third-party service providers and other entities within our group.

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

We may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. In this event, we will take appropriate measures to ensure that the security of the client personal data continues to be in accordance with data protection legislation. If a change happens to our business, then the new owners may use our client personal data in the same way as set out in these terms.

We do not routinely store, share or transfer any personal data we collect about you outside of the EEA. However, if this is necessary for the performance of our contract, we will seek your consent before doing so.

## **Data Retention**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected. When assessing what retention period is appropriate for your personal data, we will take into consideration:

- the requirements of our business and the services provided;
- any statutory or legal obligations we may have;
- the purpose(s) for which we originally collected the personal data;
- the lawful grounds on which we based our processing;
- the types of personal data we have collected;
- the amount and categories of your personal data; and
- whether the purpose of the processing could reasonably be fulfilled by other means.

## **Data Security**

Protecting your data has always been a priority for us and we have implemented robust IT secure frameworks and secure cloud based servers that ensure the protection of your data at all times. We will take appropriate and reasonable security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way. In addition, we will limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Your Rights**

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using your usual means of contact with us or, if you do not have one, by using the contact details below.

The law provides you with certain rights in relation to your personal data which we hold and process. They are the rights:

- to be informed about the personal data being processed;
- of access to your personal data;
- to object to the processing of your personal data;
- to restrict the processing of your personal data;
- to rectification of your personal data;
- to erasure of your personal data;
- to data portability (to receive an electronic copy of your personal data).

You will not have to pay a fee to access your personal data or to exercise any of your other rights. However, if your request for access is clearly repetitive, unfounded or excessive then we are entitled to charge a reasonable administration fee. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you such as copies of your ID to help us confirm your identity and ensure your right to access the information (or to exercise any of your other

rights). This is an appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

In exercising your rights, you should understand that in some situations we may be unable to fully meet your request. For example, requests to delete personal data will need to be balanced against our legal and regulatory obligations and business interests.

If you want to exercise any of the above rights, please contact us.

## **Right to withdraw consent**

Where you may have provided your consent to the collection or processing of this is required from us, you have the right to withdraw your consent at any time.

In order to do so, please email [info@whitesideaccountants.co.uk](mailto:info@whitesideaccountants.co.uk) or write to us at 158 Cromwell Road, Salford M6 6DE Tel: 0161 792 9461

Once we have received notification that you have withdrawn your consent, we will no longer process your personal data unless you decide to ask us to again.

## **Website & Cookies**

We use cookies (small text files) to track visitor use on our website and to compile statistical reports on website activity.

Google Analytics use cookies to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the website, where visits to our website have originated from and the pages website users have visited.

Most browsers allow control of cookies through the browser settings. However, please be aware that this may impact negatively on your use of this and other websites. Further information on cookies can be found at <http://www.allaboutcookies.org/>.

If you enter your personal information to download our guides or register for our professional briefings, the information you have provided will only be stored by us if you give us your consent to do so. If you provide your consent, we will send you information about products and services that may be of interest to you. You can opt out of these communications at any time.

Our website also contains links to external websites. If you click any such links, you will be taken to websites controlled by other parties and will be subject to their own privacy and data policies.

## **Contact Us**

We regularly review our Privacy Policy to ensure it is kept up to date with changing legislation and our own working practices.

If you have any questions regarding this notice or about the manner in which we process your personal data, please email [info@whitesideaccountants.co.uk](mailto:info@whitesideaccountants.co.uk) or write to us at 158 Cromwell Road, Salford M6 6DE Tel: 0161 792 9461

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time although we will endeavour to address your concerns in the first instance. The ICO's contact details are as follows:

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
CHESHIRE  
SK9 5AF  
Tel: 0303 123 1113

Website - <https://ico.org.uk/concerns>