

PRIVACY NOTICE



Providing you with a clear view on how we use your personal data

WHO WE ARE

Our Privacy Notice explains your privacy rights and how we gather, use and share information about you. If you want to get in touch, our Data Protection Officer can be reached by email at:

Anthea.grange@douglassgrange.co.uk

Or by post at:

Data Protection Officer, Douglass Grange, Stanley House, Phoenix Park, Blakewater Road, Blackburn, BB1 5RW

YOUR RIGHTS

You have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. For contact details for the Information Commissioner's Office, go to: www.ico.org.uk/global/contact-us/

HOW WE GATHER PERSONAL INFORMATION

In addition to the information you provide to us directly, we collect personal information in a number of ways, for example from third parties such as banks, IFA's, solicitors, stockbrokers etc.

HOW WE USE PERSONAL INFORMATION

We use your personal information, such as name, address, contact phone numbers, email address, date of birth, NI numbers and financial information to provide services as auditors, accountants, tax agents, payroll and advisers.

OUR SERVICES

We need some personal information before we can provide our services to you, for example to check your identity.

SHARING AND TRANSFERRING PERSONAL INFORMATION

We share personal information with our suppliers and other third parties where needed to provide you with the best service. We also share personal information with regulatory authorities.

KEEPING PERSONAL INFORMATION

We keep information in line with the length of time we need in order to meet any legal, statutory and regulatory obligations. These reasons can vary from one type of information to the next. In all cases our need to use personal information will be reassessed on a regular basis and information which is no longer required will be disposed of.

YOUR CONSENT

Sometimes we need your consent to use your personal information (for example, for marketing). We won't always need consent to use personal information – for example if we need it to meet regulatory requirements or to perform a contract with you. Where you have given us consent, you have the right to withdraw it any time.