

PRIVACY NOTICE



Your Personal Data

NPS Accountancy & Business Services Ltd (NPS) is what is known as a 'Data Controller' of the personal data you have provided to us at the commencement of our provision of business services to you.

Personal Data that might be held includes your name and contact details, identification data such as your date of birth and National Insurance number, salary and tax information, details of your pension contributions and benefit entitlements. Passport or driving licence information may also be held if obtained during the course of our relationship in order to meet our Anti Money Laundering Regulations obligations.

Information obtained at commencement of service provision may be subsequently updated based on information you provide, internal records and information received from regulatory bodies such as HMRC.

Why we need it

We need to hold this Personal Data in order to provide you with the services agreed in the letter of engagement.

To comply with Anti Money Laundering Regulations, we are required to verify your identity and business activities.

We will not hold or collect any Personal Data from you we do not need in order for us to carry out our obligations.

How we use personal data

We use your Personal Data to provide the agreed services. In order to do this we may need to share your Personal Data with third parties as follows:

HMRC and other regulatory bodies

We provide data as required by our provision of services to HMRC and other regulatory bodies.

We have a Data Protection policy and processes in place to oversee the effective and secure processing of your personal data by us as a Data Controller and by any third parties we transfer data to.

How long we keep it

In order to comply with various legislation and regulations relating to accounting, tax and anti-money laundering regulations, data may be retained for up to 5 years after our service agreement ends.

What are your rights?

You can request to see this information and if necessary request to have it corrected or deleted, subject to any applicable laws or regulations.

If you wish to raise a complaint on how we have handled your personal data, you can contact the relevant NPS staff detailed below who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) whose contact details are also provided below.

Contact Details

Paul Skinner
Director
paul@npsaccountancy.co.uk
M: 07976 808658

Information Commissioner's Office
www.ico.org.uk/concerns
Tel: 0303 123 1113