

PRIVACY NOTICE

Purpose of this notice

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR) 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

Paul Furrer & Co Limited is an accountancy and tax advisory firm. We are registered in England and Wales as a limited liability company under number 07939827 and our registered office is at Nicholson House, 41 Thames Street, Weybridge, Surrey KT13 8JG.

For the purpose of the Data Protection Legislation and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

We have appointed a Data Protection Officer who is our Data Protection Point of Contact and is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact our Data Protection Point of Contact you can do so using the contact details noted in the Contact Us section below.

What information we collect?

We may collect your personal details, contact details, financial details and details of your family, lifestyle and social circumstances that allow us to assess your requirements and to provide appropriate advice and services.

If you are providing information and/or contact data for a 3rd party (for example your client, relative or spouse) we assume that you have their explicit consent to share this with us. They retain the right to access, correct or remove this information at any point.

How we use your personal information?

We process personal information to enable us to provide accounting, tax advice and related services, and to allow us to suggest services which may be of interest to you.

We may, from time to time, contact you regarding legal, technical, regulatory or industry changes that we believe should be brought to your attention.

We may need to use your information for regulatory purposes. For instance, we are required to carry out anti-money laundering checks as part of our new client take on process.

We may need to provide your information to service providers or other professional advisors. In these instances, we will request your consent before doing so.

How we store your personal information?

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we 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.

For payroll clients, as a data processor of your payroll data, the storage and accessibility of such data is subject to a key locked working environment and password protections. Our e-payslip service requires users to access payslips with a password that is unique to the individual.

Access to your information, correction and removal

You have the right to request a copy of the information that we hold about you, to correct information or to request the removal of your data.

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove information that you think is inaccurate.

For access requests your information will be provided within 30 days of your initial request. If your request is deemed unfounded or excessive we may notify you that there will be an administrative cost for providing this access request.

If you would like a copy of some or all of your personal information held, to correct information or to request the data removal, please contact our Data Protection Officer, whose contact details are set out in the Contact Us section below.

Please note that, we are required by our professional body and professional indemnity insurers to retain certain client data for a period of time following and during our client engagement. If your request for data removal is within this timeframe we will notify you, and we will remove all data which does not conflict with this obligation.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 15 May 2018.

How to contact us?

Please contact us if you have any questions about our privacy policy or information that we hold about you.

Paul Furrer – Principal & Data Protection Officer
By telephone: 01932 428460
By email: paul@paulfurrer.co.uk
By writing: Paul Furrer & Co Limited