

HEYWOOD SHEPHERD

Privacy Statement

Heywood Shepherd is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information, in accordance with the General Data Protection Regulation (GDPR).

We may hold your own or your client's details which may include names, private addresses, date of birth, tax and NI references, company number (if applicable), employer's reference and name (if applicable), business details (if applicable) and details of past and present taxable income and gains and data on other taxes.

We hold this data to allow us to provide accountancy and tax compliance and tax advisory services (if applicable).

We also hold data in order to meet our legal or regulatory obligations.

We retain data for as long as statute or regulations demand.

We hold data electronically and on paper.

Our computer hard drives are destroyed before disposal.

We do not allow any third party access to our data, however, our IT support (outsourced) may work on software programmes that hold that data such as our databases.

We store data via third party servers.

Data held on third party servers is highly protected by security features including firewalls, regular scans against malware and measures to prevent SQL infection.

We process and store data using tax and accounting software.

When software is installed on our local machines all software is protected.

We will only share data when:

- a) We are authorised to do so by the client, or
- b) In the case of a Schedule 36 FA 2008 Information Notice, we have either been so authorised by a tribunal or we are compelled to provide data under the terms of a third party notice, or
- c) We are obliged by other regulations to provide data

We may use third party contractors in our business and they are required to sign a 'Fit and proper' declaration which includes a declaration that they will not remove data or pass on data to other parties.

WEB SERVICES

We maintain databases that contain the details of users of our web services. The details retained are limited to those necessary to provide the services, including contact details and any details input by you on our website contact form. We will retain this information as required to contact you.

Our web services allow us to track user data for our own analytical purposes. We track users anonymously using Google Analytics, covering pages viewed, device information and approximate geographical location.

Our client portal logs access information for security purposes, to keep track of who has accessed what data and when they accessed it.

We do not sell our web services data or allow any third party access to our data.

Our web services data is held on third party servers which are protected by firewalls, encryption and access to our servers is protected by industry standard methods including private keys.

Our hosting provider and web developers require access to the full back-end of our web services in order to maintain them. We place reliance on their own security measures when they access our data.

Your rights

Your rights under data protection laws include the right to:

- 1) Request copies of your data
- 2) Request correction of your data
- 3) Request destruction of your data
- 4) Object or restrict our processing of your data

Contact

If you have any further questions please call us on 01625 427459 or info@heywoodshepherd.co.uk

Changes to this Privacy Statement

This Privacy Statement may be modified from time to time.

We advise that you review this statement periodically to ensure that you are kept informed of any changes.

OUR FULL PRIVACY NOTICE IS AVAILABLE ON REQUEST