

Christie & Co Accountants Ltd

Privacy Statement

We are committed to safeguarding the privacy of our website visitors; in this privacy statement we explain how we collect and use personal information about you.

What personal information we collect

The personal information we collect from you will vary depending on which services you engage us to deliver. We may collect and store the following kinds of personal information:

- Identity and contact data including your name, address, telephone number, email address, Unique Tax Reference (UTR) number, National Insurance number and bank account details;
- Technical data including Information about your computer and about your visits to and use of this website including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths);
- Profile and usage data including your username and password and preferences
- Transaction data including information about payments to and from you and other data from the services you use
- Data you provide us with by letter, email or on the telephone

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

Where we need to perform the contract we are about to enter into or have entered into with you.

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Where we need to comply with a legal or regulatory obligation.

Purposes for which we will use your personal data

Purpose/Activity	Lawful basis for processing data including our legitimate interests
To perform our services to you, including: <ul style="list-style-type: none"> • Accounts and tax returns • Business consultancy • Book-keeping and VAT services • Payroll services • Wills, trust and inheritance tax services • Managing payments, fees and charges 	<ul style="list-style-type: none"> • Your consent • Performance of a contract with you • Anti-money laundering regulations • Complying with a legal obligation • For our legitimate interests (to keep our records up to date, to develop our products/services and grow our business)
To manage our relationship with you	
To administer and protect our business	

Disclosing personal information

- We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors (acting as processors) insofar as reasonably necessary for the purposes set out in this policy
- Banks
- Credit reference agencies
- HM Revenue & Customs, regulators and other authorities who require reporting of processing activities
- Companies you ask us to share your data with
- To the extent that we are required to do so by law
- In connection with any on-going or prospective legal proceedings
- In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)
- To the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling
- To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such

court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this policy, we will not provide your personal information to third parties.

If you do not provide your personal information

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available in our retention policy, which you can request from us by contacting us.

Holding personal information outside the EEA

Data would only be sent outside of the European Economic Area (EEA) to either comply with specific legal duties or following your instructions.

Your legal rights

Access to your information – You have the right to request a copy of the personal information about you that we hold.

Correcting your information – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- We are using that information with your consent and you have withdrawn your consent – see

Withdrawing consent to using your information below.

- You have validly objected to our use of your personal information – see Objecting to how we may use your information below.
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

Restricting how we may use your information – In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. Where this right to validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Automated processing – If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

Withdrawing consent using your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

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Data protection registration

We are registered as a data controller and processor with the UK Information Commissioner's Office.

Our data protection registration number is Z1229707.

Our details

This website is owned and operated by Christie & Co Accountants Ltd.

We are registered in England and Wales under registration number 03526305, and our registered office is at Christie & Co, Crews Hill Golf Club, Cattlegate Road, Enfield, EN2 8AZ.

Our correspondence address is Christie & Co, 807 Green Lanes, Winchmore Hill, London, N21 2SG.

You can contact us by writing to the business address given above, by using our website contact form, by email to info@christieandco.com or by telephone on 0208 360 7444.