

# Hurn Accountants Limited

## Privacy Notice

### What is this document and who is it for?

This document is intended to provide you with important information about how we process your personal data. This includes details of what personal data we hold, how we store it, what we do with it, why we hold it and how long we hold it for.

The contents of this document apply to both clients and prospective clients of Hurn Accountants Limited.

The below 'summary information' section provides some general summary information about what we do with your personal data. Full details can be found in the table at the end of this notice.

### Summary information

In order to provide you with the services detailed in our letter of engagement Hurn Accountants Limited must hold and process personal data. We use this information to; conduct Customer Due Diligence (CDD) checks we are obliged to conduct under law; meet our obligations detailed under our letter of engagement; and, provide you with any additional services we may agree with you to provide.

We hold your personal data on cloud-based accountancy software provided by Xero, Desktop software provided by Sage, Absolute, Moneysoft, HMRC Basic Tools, Taxpert, our Outlook emails systems, and as spreadsheets stored locally on our computers and, in some instances, as physical printouts stored in locked filing room.

### Data Protection Policy

You should read this privacy notice in connection with Hurn Accountants Limited's data protection policy. A copy of our data protection policy can be requested at any time from us.

### Data controller's and data protection officer's details

**Data Controller:** Hurn Accountants Limited (Incorporated in England under company number: 05335110)

**Data Protection Officer:** Robert Hurn

### How to contact us with any questions

If you would like to contact us, please use the below methods. Please note that our office closes on weekends and English bank holidays. We normally close the office over the Christmas period, including some normal working days, please contact us for more information. If your contact relates to exercising your rights under data protection legislation it will help us if you make your communication in writing (either post or email).

**Email:** [Tax@HurnTax.co.uk](mailto:Tax@HurnTax.co.uk)

**Telephone:** 0118 909 9616

**Post:** 54 Norcot Road, Tilehurst, Reading. RG30 6BU

## Your rights

Under data protection legislation you have eight main rights relating to your personal data:

1. Right to be informed
2. Right of access
3. Right to rectification
4. Right to erasure
5. Right to restrict processing
6. Right to data portability
7. Right to object
8. Rights related to automated decision making including profiling

For more information on your rights and how we uphold your rights, please visit the Information Commissioner's Office's website ([www.ico.org.uk](http://www.ico.org.uk)) and review our data protection policy, which can be accessed from the relevant sections of our website or can be provided on request.

If at any time you would like to exercise one of your rights under data protection legislation, please contact us. We recommend that you consult our data protection policy before contacting us.

If you would like to make a complaint about the Association's handling of personal data and how we have met our obligations under data protection legislation you can contact the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)). Though we would always encourage you to contact us in the first instance so that we can attempt to resolve your complaint.

## Personal data we process for Clients & Prospective Clients

Personal Data Type	Purpose
Your name	To enable us to communicate effectively with you and to differentiate your records
Email address	To enable us to communicate effectively with you
Mailing address	To enable us to communicate effectively with you
Phone/fax numbers	To enable us to communicate effectively with you
Date of birth	Required by H M Revenue & Customs
Education history	If you are applying for a position with us
Employment information	If you are applying for a position with us or as required by H M Revenue & Customs
Information related to your professional qualifications,	If you are applying for a position with us
Records of your contact with us	To enable us to communicate effectively with you and

## Personal Data Type

## Purpose

Products and services – to help us fulfil our contractual obligations with you  
Details of services provided by our suppliers,  
A Copy of an identity document, such as a Passport or driving licence  
Financial Information, such as Bank Accounts, National Insurance Number, Unique Tax Reference (UTR)  
Gender  
Political Affiliations

Health Information

ensure that historic communications between us can be accessed  
To enable us to maintain records of transactions between us  
to help us fulfil our contractual obligations to you.  
As proof of legal identity as required to comply with anti-money laundering regulations  
To enable us to correctly complete your self-assessment tax returns  
Required by HMRC for payroll clients  
Required to comply for Anti Money Laundering Requirements for certain individuals  
  
In certain circumstances there may be special dispensations that can be made, or it may affect how we communicate with you