



New Data Protection Regulation.

Keeping it Balanced Ltd Privacy Notice

As you may be aware on the 25th May 2018 the new General Data Protection Regulation (GDPR) comes into effect.

Your data is data which by itself or with other data available to us can be used to identify you. We at keeping it Balanced Ltd are the data controllers. This data protection statement will set out how we will use your personal data.

The types of personal data we will collect and use.

After our initial first meeting and we engage you as a client we will collect your personal data to open up an account within our system. We will collect most of this data when we issue you with an engagement letter and a 64-8 client authorisation form.

The data which we will collect during this process will be as follows:

- Your Full name and personal details including current contact information.

This will include your home address, business address, email address, mobile and home telephone numbers.

- Date of Birth
- Your personal Unique Tax Reference number
- Your National Insurance Number
- Marital status

Providing your personal data

We will tell you if providing some of your personal data is optional, including if we ask for your consent to process it. In all other cases you must provide your personal data so that we are able to request authorisation from the HMRC so that we are able to act as your agent.

Using your personal data: The legal basis and purposes

We'll process your personal data:

1. Necessary to perform our contract with you.
 - a) To manage and perform the contract.
 - b) To update our records.
2. As necessary to comply with legal obligation
 - a) When you exercise your rights under the data protection law and make request
 - b) For activities relating to the prevention, detection and investigation of crime
 - c) To verify your identity, fraud prevention and anti-money laundry checks.

Sharing of your personal data

Subject to the applicable data protection law we may share your personal data with:

- Fraud prevention agencies
- Government bodies HMRC
- Courts, to comply with legal requirements
- Subcontractors and other persons who provide our services

Your marketing preferences.

We will use your email address and social media (Facebook, google) to contact you according to your marketing preferences. You will be able to change your preferences at any time by contacting us. In the case of Facebook you can manage your social media preferences via that social media platform.

Criteria used to determine retention periods.

The following criteria are used to determine data retention periods for your personal data:

- Retention in case of queries. We will retain your personal data for as long as necessary to deal with investigations from the HMRC.

He HMRC states that accounts should be kept:

Self Assessment:

"You must keep your records for at least 5 years after the 31 January submission deadline of the relevant tax year. HM Revenue and Customs (HMRC) may check your records to make sure you're paying the right amount of tax."

Corporation Tax:

"You must keep records for 6 years from the end of the last company financial year they relate to, or longer if:

- *they show a transaction that covers more than one of the company's accounting periods*
- *the company has bought something that it expects to last more than 6 years, like equipment or machinery*

- *you sent your Company Tax Return late*
- *HMRC has started a compliance check into your Company Tax Return”*

Your rights under applicable data protection law

Your rights are as follows:

- a right of access to a copy of the information comprised in their personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to claim compensation for damages caused by a breach of the Act.

How to find out more

Our privacy notice will be effective from 25 May 2018 and will also be available to view on our website:

www.keepingitbalanced.co.uk

The privacy notice will ensure that we will continue to comply with privacy law and regulation.

We will be updating our terms and conditions and terms engagement which we will be posting within the next few weeks.

Thank you for your continued support, understanding and cooperation.

Yours faithfully

Nicola Lonsdale

Keeping it Balanced Ltd