

Fair Processing Notice

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Introduction

Hood Parkes & Co Ltd understands that your information is important and in the wrong hands it poses a risk to your rights and freedoms. In order to help you protect your information this notice will explain what information we collect, why we collect it, what we do with it, how long we keep it for, who can access it and what your rights are.

What we need

We need to collect the following information;

- Company name, address, telephone number, email address, tax references, authentication codes, your position in the company
- Your name, address, telephone number, email addresses, date of birth, National Insurance Number, tax reference, spouses, dependants

Why we need it

We need to collect this information to:

- Complete the services as per your letter of engagement or for quotation purposes

What we do with it

In order to verify your identity, fulfil legal obligations on your behalf and contractual obligations as per your letter of engagement.

We will transfer your data to another country solely when using a third party data storage facility, which is encrypted and password protected.

We do not use automated decision making

How long we keep it

We retain your information for the duration of engagement, and for at least 6 years after cessation of engagement in order to comply with HMRC regulations.

Prospective clients' data will be destroyed after 6 months from initial consultation.

Who can see it

The parties that can access this information are;

Tax Authorities

Pension Providers

Legal representation in the event of an investigation or claim

How we protect it

All information is held securely under GDPR in line with general business practice.

What are your rights

You can;

- Request a copy of the data we hold on you. If you wish to do this then please either email or write to us or click on the request link on our website.
- Request that we correct or update the data that we hold on you. If you wish to do this then please either email or write to us.
- Request that we delete the information we hold on you. If you wish to do this then please either email or write to us.
- Request that we keep your data but do not use it. If you wish to do this then please either email or write to us.
- Request that we send a copy of your data to another organization. If you wish to do this then please either email or write to us.
- Object to how we are using data. If you wish to do this then please either email or write to us.
- Raise a complaint with the Information Commissioner's Office about us. If you wish to do this then please either email or write to us.
- Take us or the Information Commissioner's Office to court. If you wish to do this then please either email or write to us.
- Withdraw consent to process your data at any time. If you wish to do this then please either email or write to us.

Additionally, we must inform you:

- If we suffer a data breach and your data is affected in a way that it poses a risk to your rights and freedoms.
- If we carry out your request to correct/update, erase or not use your data.

Contact information

Contact Details for the processor of your data:

Thea Hood

E: admin@hoodparkes.com T: 01476 577380 A: 1st Floor, 28 Market Place, Grantham, Lincs, NG31 6LR

Contact Details for the Data Protection Officer

Thea Hood

E: admin@hoodparkes.com T: 01476 577380 A: 1st Floor, 28 Market Place, Grantham, Lincs, NG31 6LR