**GDPR 25 May 2018**

Purple Bookkeeping

74 Highgrove Close

Calne

Wiltshre

SN11 8NE

07941 700834

[maggie.russell1@btinternet.com](mailto:maggie.russell1@btinternet.com)

Data controller and processor – Maggie Russell MIAB

Purpose of Processing

To undertake Bookkeeping services as agreed by signed contract between Purple Bookkeeping and the client.

Personal data

Personal data is held for the purposes of identification checks and to undertake the bookkeeping services for the client as agreed:

Name, Address, Date of Birth, Nationality, Telephone number, NI no, Limited Company information as confirmed by Companies House, Taxation information as confirmed by HMRC, Banking information held on accounting software (GDPR compliant) and paper records, Invoices and Receipts as required for processing.

Recipients of this data

Access to this data is restricted to Purple Bookkeeping and any official authorities that are required by law to have access.

Purple Bookkeeping uses AMLCC system for ID checks and due diligence; is registered with the ICO and supervised by IAB for Money Laundering Supervision.

Transfer of documents

There is no transfer of documents to third countries and any storage used for accounting software is checked for GDPR compliance.

Retention Schedules

All documentation is governed by the FSA guidelines for all financial information as stated in the contract. Once the 7 years have passed all paper documents will be shredded and disposed of in confidential waste; electronic data will be deleted from computer and any back up held.

Technical and organisational security measures

Paper records are kept in a locked cabinet. Electronic data is held in a password protected computer and back-up regularly. Dropbox is used for documentation transfer from client.

Email and telephone is used for regular information exchange with any confidential attachments deleted once used. Clients have access to their accounting software package via password protected log-in.

Data Breeches

If there are any personal data breeches a report will be made to the ICO within 72 hours, all actions documented internally and a review to stop any further instances.