



BEN PERRY BOOKKEEPING

## **Privacy Policy**

### **Personal Data**

In terms of this Privacy Policy “us” or “we” shall mean Ben Perry trading as Ben Perry Bookkeeping of 48 Woodfield Crescent, Ivybridge, Devon PL21 0FB and “you” shall mean the person or entity named as the client.

We are committed to protecting your personal data and privacy. Personal data is any information that can directly or indirectly identify you, including your name and contact details. By entering into a Contract with us, you will have agreed to us using your personal data in accordance with this Privacy Policy, which is subject to change depending on the data protection laws which are in force at any one time.

For the purposes of data protection legislation, Ben Perry Bookkeeping is known as the “Data Controller” and is, therefore, responsible for what happens to any information about you as provided to us.

If you have any queries about this Privacy Policy or the use of your personal data, please contact Ben Perry Bookkeeping. We will store your name and contact details, (such as your address, telephone number and email address) on an electronic file where we will also store the details of any other information provided to us that is relevant to the Services we will provide. Any paper correspondence will be uploaded electronically and disposed of immediately.

### **How we use your information?**

We will use your information so that we can deliver our bookkeeping services to you and manage your data under the terms of our Contract with you, and in accordance with our professional obligations. We will also use your information to prepare your invoice.

### **Why do we need to collect and store personal data?**

In order for us to do any of the above, we must collect and store your data firstly for correspondence purposes. We will ensure that the information collected will only be used for its intended purpose and does not constitute an invasion of your privacy.

We may wish to contact you for marketing purposes; however, we would contact you for additional consent for that purpose if not already given.



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### **Will we share your personal data with anyone else?**

We will only share your information with third parties when absolutely necessary. The identity of third parties will vary depending on the nature of your business and the administration you require but may include Financial Advisors, Accountants or HM Revenue and Customs. Any third parties who we do pass your details onto are obliged to store your details under data protection laws which are in force at that time. If we wish to pass your personal data to a third party, we will only do so with your explicit consent, unless we are legally obliged to do so otherwise.

### **How will we use the personal data we collect about you?**

Processing data constitutes as collecting, storing, and using. We will process this data in accordance with the GDPR. We will do our utmost to keep your information accurate and up to date and not keep it longer than is necessary.

Please be advised that there is information that we are required to keep in accordance with the law, such as information needed for tax and audit purposes. Personal data may be held for longer than these periods, however this will depend on the individual needs of the company.

### **Under what circumstances will we contact you?**

We will only ever contact you when necessary, or when you have requested that we do so. We do not mean at any point to be intrusive or ask for unnecessary information. We will do our best to ensure that the information we hold is as secure as possible to minimise the risk of unauthorised access or disclosure.

### **Can you find out about the personal data that we hold about you?**

If you want to see what personal data we hold on you and how it is processed, you may contact Ben Perry to request this. This is known as a Data Subject Access Request (DSAR) and you must request this in writing (either by post or email), providing the necessary identification before any information is released. If we do store any of your personal data, you may request information on the following:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU
- Contact details of the GDPR owner, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.



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- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data
- The source of personal data if it wasn't collected directly from you.

### **What forms of ID will you need to provide in order to access this?**

We will accept the following forms of ID when information on your personal data is requested:

Passport; Photo Driving Licence; Council Tax Bill, Mortgage Statement or Utility Bill (from the last three months).

### **Contact details of the GDPR Owner**

If you wish to submit a DSAR, or have any questions regarding this privacy policy, you must do so in writing using the following information.

Address:

48 Woodfield Crescent,  
Ivybridge, Devon, PL21 0FB

Email:

[ben@benperrybookkeeping.co.uk](mailto:ben@benperrybookkeeping.co.uk)

Telephone:

07707 622930

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