

**GDPR – 25 May 2018 Statement**

We are registered at the ICO as Data Controller. All clients have previously given their consent as they have engaged us and have signed a LOE

**What info we hold:**

Name Address

Date of Birth National Insurance Numbers

Telephone Number Email Address

Bank Details Company Name

Director Details Shareholder Details

Companies House Filing Codes

Unique Tax Reference Codes Company Reference Number

Dates of Incorporation Year End Dates

Client Books and Records

The above information came from the client directly, HMRC and downloaded from Companies House. The information continues to be updated on an ongoing basis.

**Where is it stored:**

IT Cloud

Paper files

Archive Files

Shelving in a private room

**Is it Secure:**

Website – Data Protection Statement to be provided by website provider

IT Cloud – Data Protection Statement to be provided by IT provider

Paper Files – In lockable filing cabinets, in a locked, alarmed building

Archived files – In storage units, in a locked container, on an alarmed site manned by security 24/7

Confidential Waste – Collected by a registered waste carrier (we receive a duty of care transfer collection notice) - Data Protection Statement to be provided by carrier

Books and records – In a private room (staff only are permitted access) on shelves in an alarmed and locked building

**Do we need it:**

Yes, we require all the above information to enable us to ensure client compliancy with regards the service we provide

**The areas we can be questioned from are:**

ICO – How do we look after the information

Client – ‘What do you know about me’

**Transfer of third party info:**

We do not share any information held with third parties unless requested to do so by the client, to give an example for a property rental reference or for further financial services advice. If we are requested to do so by the client, written permission must be gained first.

This is however, with the exception of Sophia Landells – our Social Media Agent. We provide Sophia with client names and email addresses for the purpose of sending an e-bulletin containing advice, tips, and practical industry information (not unsolicited marketing material) - Data Protection Statement required from Sophia

**Data Breach:**

In the event of a data breach (or suspected breach), report in the first instance to the Data Protection Officer Jon Lister.