

Privacy Notice - Silver Tree Accountancy Ltd

What is this document and who is it for?

This document is intended to provide you with important information about how we process your personal data. This includes details of what personal data we hold, how we store it, what we do with it, why we hold it and how long we hold it for.

The contents of this document apply to both clients and prospective clients of Silver Tree Accountancy Ltd. Please contact us for a copy of a relevant privacy notice if you are not a client or prospective client.

The below 'summary information' section provides some general summary information about what we do with your personal data. Full details can be found in the table at the end of this notice.

Summary information

In order to provide you with the services detailed in our letter of engagement, Silver Tree Accountancy Ltd must hold and process personal data. We use this information to; conduct Customer Due Diligence (CDD) checks we are obliged to conduct under law; meet our obligations detailed under our letter of engagement; and, provide you with any additional services we may agree with you to provide.

We hold your personal data on our accountancy software, our outlook emails systems, as spreadsheets stored locally on our computers and, in some instances, as physical printouts stored in locked filing cabinets.

Data Protection Policy

You should read this privacy notice in connection with Silver Tree Accountancy Ltd's data protection policy. A copy of our data protection policy can be requested at any time from us.

Data controller's and data protection officer's details

Data Controller: Silver Tree Accountancy Ltd (Incorporated in England under company number: 12145311)

Data Protection Officer: Mr Shayan Saleem

How to contact us with any questions

If you would like to contact us, please use the below methods. Please note that our office closes on weekends and English bank holidays. We normally close the office over the Christmas period, including some normal working days, please contact us for more information. If your contact relates to exercising your rights under data protection legislation it will help us if you make your communication in writing (either post or email).

Email: info@silvertreeaccountancy.com

Telephone: +44 203 538 6469

Post: 8 Homewood Gardens, Prince Road, South Norwood, London, SE25 6NP

Your rights

Under data protection legislation you have eight main rights relating to your personal data:

1. Right to be informed
2. Right of access
3. Right to rectification
4. Right to erasure
5. Right to restrict processing
6. Right to data portability
7. Right to object
8. Rights related to automated decision making including profiling

For more information on your rights and how we uphold your rights, please visit the Information Commissioner's Office's website (www.ico.org.uk) and review our data protection policy, which can be accessed from the relevant sections of our website or can be provided on request.

If at any time you would like to exercise one of your rights under data protection legislation, please contact us. We recommend that you consult our data protection policy before contacting us.

If you would like to make a complaint about the Association's handling of personal data and how we have met our obligations under data protection legislation you can contact the Information Commissioner's Office (www.ico.org.uk). Though we would always encourage you to contact us in the first instance so that we can attempt to resolve your complaint.

Personal data we process for members

Personal Data	Lawful Basis for Processing	How/Where is the Data Stored?	Who has Access?	How Long the Data is Stored?	Who else is the data transferred to?	Is the data transferred to a third country? (Name of Country)	Details of safeguards in place (if transferred to a third country)
<p><i>This includes but is not limited to passport, driving license, any other proof of addresses, bank statements, etc.</i></p>	<p><i>The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:</i></p> <p><i>(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.</i></p> <p><i>(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.</i></p> <p><i>(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).</i></p>	<p><i>The data would be stored on our accountancy packages, drobox, and other GDPR compliant mediums.</i></p>	<p><i>Only relevant personnel within the firm would be able to access your data</i></p>	<p><i>As required by the UK law, we are required to maintain books and records for client for at least 6 years. After this period, any date (physical/electronic) would be securely destroyed.</i></p>	<p><i>No data would be transferred to any one, unless permission is received from the client. In cases where HMRC or any other supervisory body may require access to books and records for their compliance checks, this would be communicated with the client before any action is being taken on the third party's request.</i></p>	<p><i>No data is transferred to any country outside England.</i></p>	<p><i>N/A</i></p>

(d) Vital interests: the processing is necessary to protect someone's life.

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

*Further details can be accessed from:
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>*