

M A Smith Chartered Accountants - Privacy Policy

We respect your privacy and want to be clear about how we handle information about you.

What information may we collect about you?

We may collect personal data about you, including things like:

- Your contact details.
- Your date of birth.
- Where you work.
- Your wishes and criteria in respect of any matter we are helping you with.
- Financial information.
- The references numbers used by the tax/other government authorities that relate to yourself.

Usually we will have received this directly from you. However, it is possible we may also receive personal data about you from others, such as [from members of your family, another party to a transaction you are engaged in or from your professional advisers]¹.

How will we use the information?

Our use of such personal data is subject to data protection law.

We mainly use your personal data to provide you with information or services you have requested. We may also use it for any other purpose for which you give your consent (e.g.) we may send you additional information about us or our services, if you have consented to us doing so.

We may also use it for other normal purposes connected with our work (e.g.) we will use your information to update our own business records, complete statutory returns, and otherwise comply with our regulatory obligations.

Will we share information about you with anyone?

We take your privacy seriously. We will never sell your personal data to anyone, and we take precautions to keep it secure.

It will sometimes be a normal and necessary part of our work to pass on information to third parties. For example:

- We may pass on information to others assisting with the work we do for you, such as other professional advisers.
 - We may be obliged to pass on information to the tax authorities in some circumstances.
 - We may need to pass on information to those who help collect outstanding accounts.
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In addition, our business may be audited or checked by third parties such as those providing professional services to us or with whom we are entering into business relationships. It is sometimes inevitable that such third parties will see some information about you. Such third parties are required to maintain confidentiality in relation to your information.

Your rights

You have a right of access under data protection law to the personal data that we hold about you. We seek to keep that personal data correct and up to date. You should let us know if you believe the information we hold about you needs to be corrected or updated.