

GDPR

GDPR is bringing in new legal protection for personal information from May 2018. This tells you what personal information I hold and why, and what your rights are.

The Purpose of processing Client Data

In order to give a professional service to you, I need to gather information about you, mostly to facilitate payment of any purchases you make with me and to comply with the requirements of HM Revenue and Customs.

Lawful Basis for holding and using Information

a) My legitimate interests i.e. my requirement to retain the information in order to take payment with you and comply with the legal requirements of HM Revenue and Customs.

What information I hold and what I do with it

Your client details are held on my computer and as hard copy to allow me to operate my accounts and comply with VAT regulations. My computer is password protected and my hard copies of invoices are stored in a secure lock up and are destroyed once they are over 7 years old. The details held on computer are not destroyed.

I do not mailshot my clients or use the data base for any other purposes. I do retain the right in the future to mailshot my clients but if I do start to market in this way my mailshotting will comply with GDPR with a double opt in and the ability to opt out at every contact.

I will NOT share your information with anyone else other than that is required of me legally to complete the actions required by HMRC.

Your data will not be transferred outside the EU without your consent.

Your Rights

GDPR gives you the following rights:

- The right to be informed: To know how your information will be held and used (this notice).
- The right of access: To see your records of your personal information, so you know what is held about you and can verify it.
- The right to rectification: To have any errors corrected
- The right to erasure (also called "the right to be forgotten"): Please note that because I only keep information required by legal purposes, this cannot be executed until the data is no longer required for legal purposes. This is normally 7 years.

- The right to restrict processing of personal data: You have the right to request limits on how your personal information is used
- The right to data portability: under certain circumstances you can request a copy of personal information held electronically so you can reuse it in other systems.
- The right to object: To be able to tell me you don't want me to use certain parts of your information, or only to use it for certain purposes. This will be adhered to where possible whilst still retaining my legal obligations.
- Rights in relation to automated decision-making and profiling.
- The right to lodge a complaint with the Information Commissioner's Office: To be able to complain to the ICO if you feel your details are not correct, if they are not being used in a way that you have given permission for, or if they are being stored when they don't have to be.

Full details of your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

If you wish to exercise any of these rights, please use the contact details on my website or call into my shop.

If you are dissatisfied with the response you can complain to the Information Commissioner's Office; their contact details are at: www.ico.org.uk

Paul Streams