

Privacy Notice

Client Agreement Notice and Contractual Terms

Introduction

Johal and Company UK limited is committed to respecting our clients privacy and protecting your information from misuse or authorised disclosure and complying with privacy laws. Johal and Company UK limited values its reputation and aims to maintain high ethical standards in the conduct of our business affairs.

This client agreement notice explains how we use any personal information we collect from you when you enter into a contractual agreement with us to provide accountancy services.

Business Summary

Johal and Company UK limited is a Professional Services company, specialising in the business area of Accountancy and provide the

We process personal information to enable us to provide accounting, auditing and related services, to maintain our own accounts and records and to support and manage our employees. Specifically.

Bookkeeping
VAT filing
Management accounts
Periodic accounts reviews
Preparation and filing of annual accounts
Preparation and filing of annual tax returns
Company secretarial services
Payroll processing
Company pension processing
Profit improvement consultancy
Personal and business tax planning
Business start-up advice
Business disposals
Business retirement strategies
Audit Preparation
Requests from third parties for financial information

Organisation Size:

Johal and Company UK limited employs between 10 and 20 staff

Business Location:

Essex, UK

Organisation Contact Details

Data Controller Details

Name and contact details of the Data Controller:

email Address: adam@johalandcompany.com
Telephone Number: 01708 961 121

Postal Address
Spectrum House
2B Suttons Lane
Hornchurch
Essex
UK
RM12 6RJ

Other contact addresses: none

Company Representative Details

Name and contact details of the Companies Representative (if applicable):

email Address: adam@johalandcompany.com
Telephone Number: 01708 961 121
Position: Senior Tax Manager

Postal Address Spectrum House
2B Suttons Lane
Hornchurch
Essex
UK
RM12 6RJ

Data We Collect - When We Enter into a Client Agreement

This Client Agreement Notice relates to our use of any personal information we collect from you during the setting up and agreement, of Accountancy Services i.e. the commencement of a contract: Completion of Personal Tax Return

Data Collected

Name
email Address
Telephone Number
Postal Address
Employer
UTR
NI Number
Earning Records
Bank Account Details
Pension Details
Other Investment Details

We Collect Personal Data Purely For Performance of a Contract

We will not collect any information about you that is not required for the performance of the contract.

All of the information we collect is required for the performance of this contract.

The requirement to collect this data is absolute, if we do not collect this data we cannot perform the contract.

You have the right to terminate the contract provided the notice period in the agreement is upheld.

We have a legal obligation to retain personal data pursuant to this contract for presentation to HMRC, for the duration set out below.

Why we Collect Personal Data

We collect information about purely to perform the contract specifically: Completion of Personal Tax Return.

We also use it for business, regulatory and legal purposes, like:

Dealing with any requests you make or questions you submit

Getting in touch if we need to tell you about something, like a change to our policies or issues with a service

Who Processes the Data We Collect (Who are the recipients of your data)

We will store and process your data following industry best practice and security.

We will take all reasonable steps to ensure that there are appropriate arrangements in place that includes provisions covering the appropriate secure transfer, handling and processing of the personal information by those entities and third parties.

Some of that processing takes place at Johal and Company UK limited in Hornchurch in UK

Where processing takes place by one of our trusted data processors, we ensure that our contracts with those 3rd parties contain the appropriate GDPR model clauses and that all our 3rd parties are also compliant with the GDPR, this affords your data the same protection away from our organisation, as it does within it.

Where we might send your personal data (Geographically)

We process data within the EEA and countries deemed by the European Union as having adequate safeguards for protecting personal

We will only consider transferring your data outside of the EU if the following conditions are met:

A transfer, or set of transfers, may be made where the transfer is:

- made with your explicit informed consent;
- necessary for the performance of a contract between the you and this organisation or for pre-contractual steps we need to take at your request;
- necessary for the performance of a contract made in your interest between this organisation and another person;
- necessary for important reasons of public interest;
- necessary for the establishment, exercise or defence of legal claims;
- necessary to protect your vital interests or those of other persons, where you are physically or legally incapable of giving consent;

or

- made from a register which under UK or EU law is intended to provide information to the public (and which is open to consultation by either the public in general or those able to show a legitimate interest in inspecting the register).

How long do we keep your data

The data referenced above in section - Data We collect:

- Is kept for as long as you remain contracted to this service
- For 6 years plus current year if you cease to be contracted to this service
- We request authority for the HMRC to delete your file after 7 years

Your Rights as an Individual in Respect of the Data We hold

We respect the rights and freedoms of individuals and as such we would like to make you aware of the following.

You have the right to:

Request access to your data

Request rectification of your data where there are errors or inaccuracies or the data is not current

Request that the data we hold is removed entirely from our systems

The right to have data removed is only applicable where it does not conflict with our legal and regulatory requirements to keep certain records according to the data retention period

Request us to restrict processing of your data

Object to our processing of your data

Request your data in a format that is commonly used/accepted

Send your data to another controller

Withdraw consent already provided - at any time

You also have the right to complain to this organisation,

To exercise your rights above please contact any of the Data Protection Officer, Data Controller or Company representative via any of the channels provided.

You also have the right to lodge a complaint with a supervisory authority. In this instance the ICO and their contact details are as follows:

<https://ico.org.uk/concerns/handling/> or call the ICO on 0303 123 1113.

Quick Links for exercising your rights

Controller email address: adam@johalandcompany.com

Controller phone number: 01708 961 121

Data Sources - where did you get my data.

Any and all data in respect of - Data We Collect, is collected directly from you, the individual.

We do not collect any of your personal data from any other sources. This included any publicly accessible list and or data sources, whether in the public domain or if we have a legitimate interest to be able to access those sources legally.

Do we have a statutory or legal right to hold this data

We have statutory and or legal right to hold the data you have provided , and detailed in respect of - Data We Collect.

See section - Your Rights as an Individual in Respect of the Data We hold

Automated Decision Making, Profiling, and what that means for you

Any and all data in respect of - Data We Collect, is not subject to any automated decision making.

We do not profile you using your data, any actions taken by us or our systems are as a direct result of explicit requests or consents you have chosen.

There are no foreseeable consequences of any significance in respect of providing the data or being removed from the records, except that we will not be able to contact you.