

CONSILIUM CHARTERED ACCOUNTANTS PRIVACY STATEMENT – 25 May 2018

Introduction

This is the Privacy Statement of Consilium Chartered Accountants (“Consilium”). Consilium Accountancy Group Limited and Consilium Audit Limited are the trading companies within the Group. In the context of this Privacy Statement, Consilium is the Data Controller.

Consilium is strongly committed to protecting personal data. This Privacy Statement describes why and how we collect and use personal data and provides information about individuals’ rights. It applies to personal data provided to us, both by individuals and by others. We may use personal data provided to us for any of the purposes described in this Privacy Statement or as otherwise stated at the point the data is provided.

Personal data is any information relating to an identified or identifiable living person. Consilium processes personal data for many purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data.

What personal information do we collect?

Consilium will collect sufficient personal data from you to enable Consilium to perform the scope of work set out in each engagement letter that is in force with you.

This personal data may include, but may not necessarily be limited to, your name, address, contact details, payroll related information and other data related to your employment and business interests.

By providing us with any personal information requested, you (the “Data Subject”) are giving your explicit consent that collection of the data is necessary for the performance of the scope of work set out in each engagement letter that is in force with you. All personal information is provided in accordance with our Standard Terms of Business.

Where we collect personal data from?

All personal information with which we are provided will be collected directly from you (or an individual that you have instructed personally to provide this information to Consilium on your behalf).

In addition, we may also obtain personal information from other publicly available sources including Companies House and credit agencies. Where we are appointed to act as your agent, we may also obtain personal information from HMRC.

How we use your personal information?

All personal information is used for legitimate interests, including:

- Delivering services and meeting legal responsibilities
- Verifying identity where this is required
- Communication by post, email or telephone
- Understanding needs and how they may be met
- Maintaining records
- Processing financial transactions; and
- Preventing and detecting crime, fraud or corruption

Who do we share your personal information with?

We may disclose your personal information with any company within Consilium, including all partners and staff within Consilium.

We only share personal information with others when we are legally permitted to do so. When we share such data with others, we do so to the extent necessary to carry out our business. Where appropriate, contractual arrangement and security mechanisms are put in place to reasonably protect the sharing of this data.

We may also disclose your personal information if required to do so by law, including Data Protection Law.

We use third parties to support our business. This includes the management of our IT systems. IT support includes data back-up, security and storage servers. All third party servers are located in the UK in secure data centres.

Other than as set out above, we will not disclose any of your personal data without your permission.

How long we retain your personal information for?

We will retain personal information for no longer than we are required to do so. Typically, for existing clients this will be for six years. Thereafter information will be destroyed.

For ex-clients where we have undertaken payroll processing on behalf of the client we will provide the client with copies of payroll information held by us to enable the client to comply with their legal obligations. We will provide this information within six months of the organisation ceasing to be a client.

For ex-personal tax clients, we will hold information for the preceding six tax years.

For other personal data that we may hold on ex-clients, where relevant, we will provide copies of this information within six months of ceasing to be a client.

Thereafter we will delete all personal information held within six-twelve months of ceasing to be a client of Consilium.

Holding personal information outside the EEA

We do not hold any personal information outside the UK.

Using our website

By using our website, you agree to the use of your information as described in this Privacy Statement.

The website uses cookies to distinguish you from other users of the website. Cookies are small text files which a website may put on your computer or mobile device when you first visit a website or page. The cookie will help the website, or another website, to recognise your device the next time you visit. Web beacons or other similar files can also do the same thing. We use the term “cookies” in this policy to refer to all files that collect information in this way.

We use cookies to distinguish you from other users of the website. This helps us to provide you with a good experience when you browse the website and also allows us to improve the website.

We use a tool called “Google Analytics” to collect information about use of this site. Google Analytics collects information such as how often users visit this site, what pages they visit when they do so, and what other sites they used prior to coming to this site. We use the information we get from Google Analytics only to improve this site. Google Analytics collects only the IP address assigned to you on the date you visit this site, rather than your name or other identifying information.

We do not combine the information collected through the use of Google Analytics with personally identifiable information. Although Google Analytics plants a permanent cookie on your web browser to identify you as a unique user the next time you visit this site, the cookie cannot be used by anyone but Google. Google’s ability to use and share information collected by Google Analytics about your visits to this site is restricted by the [Google Analytics Terms of Use](#) and the [Google Privacy Policy](#).

You can prevent Google Analytics from recognizing you on return visits to this site by disabling cookies on your browser.

Your rights

Access to your information – You have the right to request a copy of the personal information about you that we hold.

Correcting your information – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below

- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below
- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right may apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. We may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Automated processing – if we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

Withdrawing consent using your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the *Contact information and further advice* section if you wish to exercise any of these rights.

Changes to our Privacy Statement

We keep this Privacy Statement under regular review and will place any updates on this website.

This Privacy Statement was last updated on 25 May 2018.

Contact information and further advice

Raymond Clarke
Consilium Chartered Accountants
169 West George Street
Glasgow
G2 2LB

Complaints

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone – 0303 123 1113 (local rate) or 01625 545 745

Website – <https://ico.org.uk/concerns>