



# Armet Accounting Ltd – Privacy Policy

*Last Updated September 2021*

## **Who we are**

This is the privacy notice of Armet Accounting Ltd, a limited company registered in Scotland, number SC572081.

This privacy statement explains how we collect and use personal information about you.

## **What personal information we collect**

In nearly all instances, it should be obvious to you that Armet Accounting Ltd is collecting your personal data. Any data collected is required in order to provide the services you have requested from us and may include but is not restricted to

- Date of birth
- Passport number
- National Insurance number
- UTR numbers
- Financial history
- Salary or income
- nationality

## **Where we collect personal information from**

Like most organisations that handle personal information, there are various ways in which Armet Accounting Ltd collects information from the people we deal with.

- Email and written correspondence.
- Telephone discussions.
- Visitors to the website.
- Social media.
- Direct contact at our premises and elsewhere
- Online forms.

## **How we use your personal information**

We will use your personal data only for the purpose for which it was collected, unless we obtain your specific consent to other uses, or unless otherwise required or permitted by law or professional standards. We use your personal data for the purposes below.

- To deliver services and meet legal responsibilities
- To verify identity where this is required

- In order to communicate with you by post, email or telephone
- To understand your needs and how they may be met
- To maintain our records
- To prevent and detect crime, fraud or corruption

### **Who we share your personal information with**

We may share personal data that you submit to us via this website to suppliers or subcontractors working on our behalf in accordance with our data protection obligations.

We do not disclose your personal data to third parties (excluding those identified above) except as required and permitted by applicable law. We may add your personal data to our client database which we use to develop our relationship with current and prospective contacts.

If you do not provide your personal information we may be unable to carry out the work agreed to in your engagement letter.

### **How long we retain your personal information for**

We use reasonable efforts to retain personal data collected from you only for so long as we need such data in accordance with the purpose for which it was collected or until we are requested to delete it (if earlier). We are required by law to retain some personal information for specified lengths of time.

### **Using our website**

Please be aware that the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data which is transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **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.
- 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 might 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. Where this right is validly exercised, 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. Paper copies of the privacy statement may also be obtained through request from [laura.arbukle@armetaccounting.co.uk](mailto:laura.arbukle@armetaccounting.co.uk).

This privacy statement was last updated in September 2021.

## Contact information and further advice

If you have questions, comments or complaints about our handling or protection of your personal data, please contact us at [laura.arbuckle@armetaccounting.co.uk](mailto:laura.arbuckle@armetaccounting.co.uk)

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>