

GLB Associates LLP

14th May 2020.

Privacy Notice

Our contact details

Name: GLB Associates LLP

Address: 44 Drakefield Road, London SW17 8RP

Phone Number: 020 3219 5874 or 07415 170 258

E-mail: giles@glbassociates.co.uk

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- We hold information which we require to establish your identity and fulfil our contractual undertakings

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To assist in the preparation of your accounts
- To assist in the preparation of your Self Assessment tax return
- So that we can advise on specific matters

We also receive personal information directly, from the following sources:

- Your employer or payroll bureau
- Bank
- IFA
- Stockbroker or investment manager
- HM Revenue & Customs

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us.

What we do with the information we have

We use the information that you have given us in order to establish your identity and carry out our obligations arising from any agreements entered into between us including to prepare your accounts and tax returns and, where requested, to provide advice.

We will only share this information with other persons when instructed to do so by you.

How we store your information

Your information is securely stored at our office. We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way.

We keep the supporting paperwork for up to six years or such longer period as may be required when there are ongoing enquiries. We will then dispose of your information by either returning it to you or secure shredding.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at giles@glbassociates.co.uk or by post at the office address if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113