

Neeson Chambers
Privacy Notice

Introduction

1. This Privacy Notice lets you know what we do with information we collect about you. The notice is addressed to individuals who are users of our services i.e. our clients, prospective clients, website users and third parties. We refer to all of these individuals as "clients" or "you" in this notice.
2. We are Neeson Chambers Limited, an accountancy business, and a member of the Institute of Chartered Accountants in Ireland. Where we use the terms "we", "us" and "our" these refer to Neeson Chambers Limited.
3. Our function is to provide accountancy and taxation services to small businesses, companies, partnerships and individuals.

Your personal data – what we collect and what we do with it.

4. To fulfil these functions we will ask for information about you, we may ask for your name, address, contact telephone number, a contact email address, national insurance number and unique tax reference number. This is known as your "Personal Data".
5. We also collect information about you from other persons and this also forms part of your "Personal Data". This includes information from:

Your employer, where we are your payroll processor or HMRC where we are undertaking personal or company taxation functions.

We use your Personal Data in the following ways:

6. To enable us to communicate effectively with you, your employer or HMRC in order to deliver the specific services that we are contracted to provide to you.
7. We cannot provide you with our services unless we can use the personal data that we collect from you to enable us to communicate with you during the duration of the relevant project.
8. We will use your personal data in a number of ways to administer our service to you.
9. To administer our services we are allowed to use your Personal Data in this way because it is in our interests to improve our services.
10. To manage our IT environment and business operation and ensure security of your data and our IT operations. We can use your Personal Data in this way because we cannot

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provide our services to you unless we do and we have a legal duty to ensure the security of your data.

11. To monitor and assess compliance with Neeson Chambers policies and procedures and to comply with our legal, regulatory and good governance obligations. We can use your Personal Data in this way because we have a legitimate interest to do so and it will assist us to provide the best service to you.
12. For training purposes, we can use your data in this way because we have a legitimate interest to do so and it will assist us to provide the best service to you.

Sharing Personal Data

13. On specific occasions we are required to provide your personal data to HMRC or other organisations to fulfil our taxation responsibilities to you as Chartered Accountants.
14. We may also provide certain personal data to your employer to fulfil the payroll functions that we are contracted to deliver to your employer and to ensure that you are paid in accordance with the instructions from your employer.
15. We may also supply HMRC with the personal data of our employees to fulfil their and our taxation responsibilities.
16. To a third party in the event of any reorganisation, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).
17. As we believe to be necessary or appropriate - To comply with legal process, to respond to requests from public and government authorities including public and government authorities outside your country of residence, to enforce our terms and conditions, to protect our operations, to protect our rights, privacy, safety or property, and/or that of you or others; to detect and prevent crime, including fraud;
18. We will share your personal data with persons acting on your behalf where we have your consent to do so.

Securing your Personal Data

19. Where we hold your personal data we undertake to take all reasonable steps to keep it secure, in both hard copy and digital copy formats.

Data Processing overseas

20. Neeson Chambers does not engage in data processing outside the UK.

Contacting us about this Notice

21. We are not required by current data protection legislation to have a specific Data Protection Officer however, we take our data protection responsibilities seriously and have a designated data protection lead within our company. A specific staff member has responsibility as our data protection lead and can be contacted by ringing the main office on 02891 471923, or emailing us at info@neesonchambers.co.uk. Our Data Protection lead is responsible for addressing any queries or questions you may have about this privacy notice or dealing with your requests to exercise your rights which are described below.
22. We recognise your data protection rights as a data subject. To facilitate your rights you can contact us at the telephone number and/or the email address above for one or more of the following reasons:
23. To ask us to amend or update any information about you that is wrong or incomplete, this is known as the right to rectification.
24. To ask us to delete information about you, this is known as the right to erasure.
25. To tell us you no longer agree to us using information about you and asking us to stop, this is known as a right to object.
26. To tell us to stop using information about you to inform you of our services, this is known as the right to restrict processing.
27. To make a "data subject access request", which is a request for us to send you the information we have about you.
28. To ask us to provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself. This is known as the right of "data portability".
29. To ask us not to use information about you in a way that allows computers to make decisions about you based solely on automated processing.
30. Sometimes we will not stop using your information when you ask us to, for the reasons described in this notice, but we will tell you about this if you make a request.
31. In other cases, if we stop using your information we will not be able to provide the services that you are asking us to give you. We will tell you about this if you make a request.

Complaints

32. You have the right to complain to the Information Commissioner's Office (ICO) about how we treat your Personal Data and Sensitive Personal Data. The ICO can be contacted at: <https://ico.org.uk/global/contact-us/>
33. We are only allowed to keep your information if we need it for one of the reasons we describe above.
34. We will keep it for up to 7 years to satisfy HMRC requirements or for as long as required where there may be additional specific taxation requirements, e.g. capital gains liabilities.

Profiling

35. We will not use your personal data to engage in any form of profiling with the use of a computer system.

Changes to this Privacy Notice

36. We may require to up-date this Privacy Notice from time to time. We will notify you of the changes on our web site where we are required by law to do so.
37. This is our first Privacy Notice under the new Data Protection Act 2018. It is version 01/2018, which was produced in May 2018. In the future we will always provide the current Privacy Notice on our website. Previous versions of the notice will be available on request using the following contact details: Tel. 02891 471923, or email info@neesonchambers.co.uk.