

LEES-BUCKLEY & CO

Privacy Policy / Data Protection Notice

Lees-Buckley & Co respects your privacy and seeks to protect your personal data. The following information describes how we gather and use data. The amount of information Lees-Buckley & Co holds on you and how it uses it depends on your relationship with Lees-Buckley & Co and on what service you use, so some of the sections below may not be relevant to you.

- We keep to a minimum the amount of information we hold about you.
- We use your data to respond to your enquiries about our services (the lawful basis for this is “legitimate interest”) and to provide our services to you (the lawful basis for this is “Contract”).
- We delete your data when it is no longer needed.
- We apply appropriate security mechanisms to protect your personal data.

For the definition of terms used within this Privacy Notice refer to the [ICO website](#) or look at the General Data Protection Regulation (“GDPR”). We suggest you start with the ICO website.

We are happy to answer any questions you have about this Privacy Notice. Contact us via email on enquiry@leesbuckley.co.uk

FAQs

The following are basic questions you may have about our privacy statement. We encourage you to read the detailed statement below for additional information.

What information does Lees-Buckley & Co collect about me?

This is restricted to information supplied by you, your other agents and institutions, HMRC and other public bodies.

Why does Lees-Buckley & Co need my information?

We use the data to provide you with the services we offer, which includes using data to improve and personalise your experiences. We also use the data to communicate with you, for example, informing you about services available, security and other types of updates.

How is my information used?

We use the data for the following purposes:

- To deliver accountancy, taxation, payroll, company secretarial and related services to you
- Security, Safety, and Dispute Resolution
- Communications.

What are my rights as a data subject?

- You have the right to opt out of communications
- You have the right to the rectification of any incorrect data we hold about you

- You have the right to object to us processing your information
- You have the right to ask us to provide any information we hold on you

You can exercise any of these rights by contacting us at enquiry@leesbuckley.co.uk

How do I request the deletion of my personal data from Lees-Buckley & Co and what are the consequences?

You can always send us an email to enquiry@leesbuckley.co.uk or contact our office to request that your data be deleted. However, please note, there may be restrictions on deletion and that by deleting your personal data you may impact the service we can provide you.

How long does Lees-Buckley & Co keep my information?

We retain personal data for as long as necessary to provide Services, or for other essential purposes such as complying with our legal obligations, and resolving disputes and enforcing our agreements. Because these needs can vary for different data types in the context of different Services, actual retention periods can vary significantly.

How is information stored?

We are committed to protecting the security of your personal data. We use a variety of security technologies and procedures to help protect your personal data from unauthorised access, use or disclosure. For example, we store the personal data you provide on computer systems that have limited access and are in controlled facilities. Where appropriate, data we transmit over the internet is protected using encryption.

Is Lees-Buckley & Co using cookies to gather information?

We do not use cookies or gather information when you visit our website.

How can I contact Lees-Buckley & Co if I have questions regarding this privacy statement?

If you have any questions about the use of your personal information, please send us an email to enquiry@leesbuckley.co.uk

What personal data do we hold and why?

Your name and contact information, provided by you, will be used to respond to your enquiry, requests for further information, and to communicate with you during the provision of our services to you.

This information includes your contact details, registration and payment details, support problems, Anti Money Laundering identification documentation and data required for the provision of our services.

We may use the information you provide to us to carry out the service (please see the terms and conditions relating to that particular service) and we may contact you to obtain feedback on that service and any improvements we could make to it.

With whom do we share it?

Lees-Buckley & Co may work with your legal and other advisors, HMRC and other public bodies in connection with the provision of our services.

All other third parties we use – including those who provide email, IT and storage solutions used in our day to day work – are selected for, and monitored on, how they meet the requirements of current UK data protection legislation and the requirements of GDPR.

Exemptions to the above are where we are asked to provide information to comply with a court order, to recover monies due or obligations to report illegal activities.

We do not share or sell your personal data to anyone else.

How long do we store it for?

We will store your personal information for seven years after your last communication with us, or from the date of completion of our services, whichever is the later. If you wish to stop hearing from us prior to that time then email enquiry@leesbuckley.co.uk

If you are a sole trader or partnership, financial transactions between us might include some personal data. We are required to keep this information for the current financial year plus an additional six years.

Lees-Buckley & Co may store your information in its databases, for reference and processing. The information may be retained and used by Lees-Buckley & Co to answer queries or resolve problems, provide improved and new services and to comply with any data retention requirements of the law. This means we may retain information after an individual ceases to use Lees-Buckley & Co services or after the individual has ceased interacting with Lees-Buckley & Co .

Whilst we store your information we store it securely to prevent unauthorised use.

Your Rights regarding our use of your personal data

You can request review, edit or deletion of your personal data we hold by contacting us directly at enquiry@leesbuckley.co.uk.

We will respond to any request to access or delete your personal data as soon as possible, but certainly within 30 days.

You can opt out of receiving certain direct communications, such as our newsletters. If you wish to stop receiving those emails from us, you can do so by following the instructions included in every relevant email via the “Unsubscribe” tab. We respect your choice, and we will stop sending you those emails once you unsubscribe. It may take up to one week to process your request. You can also make your choice by contacting us at enquiry@leesbuckley.co.uk

If there are any changes in your details that we need to reflect, you need to check the accuracy of the details that we hold about you or if you have any other questions about this Privacy Notice, email enquiry@leesbuckley.co.uk.

Should you feel that you need to complain about how we are handling your personal data, email enquiry@leesbuckley.co.uk

Your ultimate point of contact for all data protection matters in the UK is the Information Commissioner's Office. See the [Contact us](#) page on the ICO website.

Cookies/Software agents

Lees-Buckley & Co do not use cookies.

Contacting you via E-mail alerts, notices and newsletters

Lees-Buckley & Co only sends email alerts and newsletters to those where it believes it has a legitimate business interest to do so. Lees-Buckley & Co offers the opportunity for you to receive an e-mail newsletter or other notifications in relation to services being offered. You can at any time choose to stop receiving e-mail alerts or newsletters by following the instructions on the enclosing email or by e-mailing enquiry@leesbuckley.co.uk

Interception of mail

Lees-Buckley & Co may intercept emails addressed to individuals within Lees-Buckley & Co . The reasons we do this are related to security of Lees-Buckley & Co , its staff and others, for detection and prevention of crime and to identify correct recipients or to make sure mail is dealt with during staff absence. Lees-Buckley & Co may reject, delay or remove content from emails which have a nature, content or attachments which may disrupt Lees-Buckley & Co ' systems or because they may pose security issues such as viruses.

Lees-Buckley & Co may also filter out emails which contain certain content on the basis that content is offensive or the email is unwanted or spam. In certain circumstances this may unfortunately result in "innocent" emails being affected, but Lees-Buckley & Co does try to reduce such occurrences.

Security

Lees-Buckley & Co has developed strict policies governing information technology. These cover areas such as access control, authentication, audit, monitoring, alarms, data storage and back up and transmission standards and environment integrity. Lees-Buckley & Co will use reasonable endeavours to install and have appropriate security measures in place in Lees-Buckley & Co ' facilities to protect against the loss, misuse or alteration of information that Lees-Buckley & Co has collected from you at Lees-Buckley & Co ' site.

What if this privacy notice changes?

If changes to the Lees-Buckley & Co Data Protection Policy (and hence this Privacy Notice) include any significantly different use of your personal data, we will let you know and give you the option to agree to the new use.

Questions

If you have any questions about Lees-Buckley & Co's privacy/data protection policy or the use of data in a particular service, you should write to Information Officer, Lees-Buckley & Co , 16, Northfields Prospect, Northfields, London SW18 1PE. The law allows you to write and ask to see and correct the information held about you, although this may require payment of a reasonable fee.