

Privacy Policy

Owens Accountancy Ltd and Owens Consultancy

This privacy policy explains how we use any personal information we collect about you when you use this website and our services.

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What information do we collect about you?

We collect information about you when you engage us to provide a service to you. We also collect limited initial information when you ask us for a quote or have early discussions about services. Website usage information is collected using cookies.

How will we use the information about you?

We collect information about you to undertake our services for you, undertake important checks such as to comply with money laundering regulations, and to remain in contact with you for providing future services.

Marketing

We will use your information to stay in touch with you on an occasional basis, in order to discuss your business and any services that might be of interest to you. You have a right at any time to stop us from contacting you for marketing. If you no longer wish to be contacted for marketing purposes, please contact us as per the details at the end of this policy.

Data retention – how long will we retain your personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Specifically, accounting records must be kept for 6 years from the end of the accounting period that they relate to. This means that we will typically retain any accounting data for that period of time, after which we will destroy those records.

In addition, some personal data on directors will typically be held for 5 years after an engagement comes to an end – this will solely be held as required for the purposes of money laundering regulations.

Access to your information and associated legal rights

You retain rights under data protection laws in relation to your personal data. These include having the right to:

- **Request access to your personal data.**
- **Request correction of your personal data.**
- **Request erasure of your personal data.**
- **Object to processing of your personal data.**
- **Request restriction of processing your personal data.**
- **Request transfer of your personal data.**
- **Right to withdraw consent.**

If you wish to exercise any of the rights set out above, please contact us using the addresses given at the end of this policy.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website

and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page.

This privacy policy was last updated on 8 May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you.

by email at:

mark@owensaccountancy.com

or write to:

Mark Owens

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