

## **PRIVACY STATEMENT**

### **YOUR PERSONAL DATA**

#### **What we need**

Seligman Percy is what is known as both a “Controller “ and “Processor” of the personal data that you provide to us. Our address is 11 – 16 Prudential Buildings, 61 St Petersgate, Stockport, Cheshire, SK1 1DH.

Unless otherwise agreed with you we will only collect personal data about you to fulfil our obligations to you and in accordance with our regulators. This information does include (*but is not exhaustive*) with the likes of your name, addresses, contact information, e-mail, tax reference numbers, income and expenditure information.

#### **Why we need it**

We need to know basic personal data in order to provide you with the Accountancy and Tax Services that you have engaged us to provide to you, and to assert our right to be recompensed in return for these services as per the Service Agreement or contract we have with you. If you do not provide this information then we will be unable to provide you with the services that you have requested. We will not collect any personal data from you that we do not either need in order to provide our services or, which is not required under AML guidelines set out by our regulators .

#### **What we do with it**

All the personal data we hold about you will be processed by our staff in the United Kingdom. We will only provide this information to either the relevant bodies with whom we engage whilst acting on your behalf or, if there is a subsequent legal obligation for us to do so. If you require us to provide information about you to a further party that falls out of the scope of our work practices, we will ask you for further consent to do so.

We will contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you’re happy and satisfied.

We take all reasonable steps to ensure that your personal data is processed and stored securely. Our electronic servers and company procedures are regularly checked to ensure that these are up to date with relevant the security measures required of us.

If we identify a risk and your details are compromised we will take all the relevant lawful procedures required.

#### **How long we keep it**

We will generally keep your personal data for a minimum of 6 years after which time, it will be destroyed if it is no longer required for the lawful purposes(s) for which it was obtained.

#### **What we also do with it**

We are committed to maintaining the trust and confidence of our clients. In particular, we want you to know that Seligman Percy is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We may from time to time contact you to tell you about any new regulations. We do not offer a subscription on our website and any newsletters we issue will be sent via our in-house e-mailing list or via the postal system. You have the right to refuse any e-mails for this purpose and you can of course, at any time request to be removed from our mailing list.