

## Privacy Policy

Gander Tax Services Limited aims to protect the privacy of its clients, stakeholders, staff members and website visitors by adhering to current privacy legislation and practice.

### Your rights

You have a right to know about the personal information we hold about you and you have a right to obtain and reuse your own personal data for your own purposes. We will provide this free of charge and within one calendar month of receipt of the request unless the request is manifestly unfounded or excessive, or if it is for the same information as previously provided. In this case a fee will be charged based on the administrative cost of providing the information and using the compliance charge out rate at that time. We may also extend our response time by a further two months, which will be communicated in writing.

You have a right to have your data corrected or deleted. In the case of deletion, all paper files will be shredded and all electronic files will be permanently deleted, unless there is a legal obligation on us to keep them. We will inform you in writing if this is the case.

You also have a right to restrict the processing of your personal data or object to processing your data. In this case, a separate log will be kept of these individuals and all staff will be made aware. Please note that in some circumstances this may mean that we cannot act on your behalf. We may also need to refer to our Anti-Money Laundering (AML) Policy.

Please address all your requests and/or queries about our data protection policy to Nicky Gander who is the Data Protection Officer.

### Third Parties

We may on occasion pass contact details on to third party organisations that can provide you with relevant services. Your details are never passed without your consent.

### What we need from you

You must ensure that you keep your information up to date such as contact details, personal information and financial information that will help us in the course of our services to you.

## Email

We will from time to time send you notification of important information about our activities, articles that we believe would be of interest and details of law changes. When signing up to this service by completing the online sign-up form, you agree to this use. If you have a contract in place with us you are also agreeing to this use of your data. We may also send you these emails under the lawful basis of Consent. Please see the section below entitled "Lawful Basis".

If you believe we are sending material which you would prefer not to receive, please contact us.

## Lawful Basis

All services that we provide require some element of your data being processed. Your data is processed under the lawful basis of "Contract". Signing an engagement letter, Terms and Conditions between professional contacts or an employment contract is entering into a contract for us to provide you with services and provides the lawful basis for Gander Tax Services Limited to process your personal and financial data.

Newsletters and update emails are sent to clients and fellow professionals under the legal basis of contract and to anyone else, including clients where their contract has expired, under the legal basis of consent.

## Intended purposes of processing data – clients

The intended purposes of processing data for clients are as follows:

- To complete and submit tax returns
- To carry out tax planning or advice as explained in the signed engagement letter or subsequent scoping email / letter
- To converse with other fellow professionals in order to complete the work agreed (not without your approval)
- To respond to HMRC enquiries or questions
- To meet AML legislation requirements
- To meet professional clearance expectations when taking on a new client or when a client switches advisers
- To keep clients up to date with legal changes and points of interest.

## Intended purposes of processing data – employees

The intended purposes of processing data for employees are as follows:

- To process payroll and make pension contributions
- To go through the recruitment process when hiring new staff
- To meet company accounts and VAT requirements.



Registered Office: 55 Station Road, Petersfield, Hampshire, GU32 3ES. Telephone 01730 231054  
Registered in England and Wales Company Number: 08046153 VAT Reg. Number: 155 1440 33  
Directors: Benjamin Gander, BA(Hons), PGDip, CTA; Nicola Gander, LLB(Hons), CTA

## The right to contact the ICO

You can contact the ICO on 0303 123 1113, via email at <https://ico.org.uk/global/contactus/email> or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(The Policy will be reviewed by the designated owner of the Privacy Policy, annually.)