

**LAWRENCE JOHNS**  
**Chartered Accountants**  
**General Data Protection Privacy Notice**

This privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Lawrence Johns.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time.

**The categories of information that we collect, process, hold and share include:**

- personal information (such as name, address, contact details, national insurance number, VAT number, tax references and HMRC information)
- contract information ( tax status, company data, payroll data, statutory information )
- payroll information (salary rates, work absences, )
- qualifications and ID information ( copy passport details, driver licence details )

The above lists are not exhaustive but indicative of information held.

**Why we collect and use information**

We collect information to allow us to prepare information under the scope of our engagement or to fulfil our relationship with you. We also hold data to comply with anti money laundering requirements and to enable us to carry out our due diligence requirements.

**The lawful basis on which we process this information**

We process the information under the Data Protection Act 2018 and the EU General Data Protection Legislation ( GDPR).

**Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

**Storing this information**

We hold data for a minimum period of 6 years.

**Who we share this information with**

In general, we do not share your information with anyone else. However, under certain circumstances we may have to share information for example with our Insurers for the purpose of legitimate interests of the business., our regulatory body and HMRC

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Tim O’Keeffe.

You also have the right to:

- object to processing personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with Tim O’Keeffe in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Changes to this Policy** - This Privacy Notice may be changed by us at any time to ensure our business remains compliant with existing legislation and any future changes which come into force.