

Alton Bookkeeping Services

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Privacy Policy Summary – 03/05/2018

Rebecca Wright is the named GDPR (General Data Protection Regulations) officer for Alton Bookkeeping. Rebecca Wright holds a valid Data Protection Certification from the ICO (Information Commissioners Office). Certificate number: ZA345382.

Alton Bookkeeping holds the following information on current clients and their employees (those within the last 6 years):

- Name
- Address
- Telephone number(s)
- Email address
- UTR
- NI Number
- Invoices & Receipts
- Self Assessment
- VAT
- Payslips
- Pensions
- Income
- Expenditure
- Passwords

Only the minimal required information used in the course of relevant bookkeeping services for a client will be held.

Alton Bookkeeping uses client data to carry out associated bookkeeping services. This data will be shared with HMRC as required.

If you are a current client and would like a copy of what information we hold for you please do get in touch by emailing becky@altonbookkeeping.co.uk or call 07934 654956. We do not charge a fee for this service.

Data is secured by passwords, and is only available to those directly employed by Alton Bookkeeping and current mentor.

Data is held on the secure Microsoft Office 365 cloud account, and on the secure Quickbooks Online database.

Alton Bookkeeping does not pass or sell any client data onto anyone or any organisation.

In the unlikely event of a data breach you will be informed by us by email, which will include what action we have/will take and what actions you need to take along with your rights.

Please contact us for a full privacy policy statement.