

# PITTALIS GILCHRIST LLP

## GDPR PRIVACY POLICY

From 25th May 2018 the most significant change in data protection in decades will begin with the General Data Protection Regulation (GDPR). The data protection laws apply to all businesses that hold or process personal data (including sole traders) and aim to balance the rights of individuals with legitimate business needs.

Here at Pittalis Gilchrist LLP we take our legal responsibilities and duty of care to you as a client seriously. For some time, we have been revising and implementing policies to ensure we will fulfil our obligations as a processor of customer data under the EU's General Data Protection Regulation (GDPR) when it becomes enforceable on 25 May 2018.

### **Data collected in order to provide a service to our clients**

We collect data by nature of our profession as accountants. We require this data in order to carry out the duties we have outlined to you in our letter of engagement. We will only hold on to data for a period deemed necessary. Our client data retention policy is available on request.

### **Third Party data sharing**

We share your data with our software providers which we are required to do so in order to carry out our work. The list of software providers and their privacy policies we use and share your data with is available on request. We also share your data directly with HMRC and Companies House whom we are required to as part of our duties outlined to you in our letter of engagement.

### **Staff Training**

Our staff have had training on data protection and information security. This is carried out on staff induction and refreshed on an annual basis thereafter.

### **Access to your personal information**

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Nicholas Krase: [nick@pgcca.com](mailto:nick@pgcca.com)

### **Understanding GDPR**

We would strongly recommend our clients seek their own legal advice if they are unsure about the implications of the new data protection laws on their businesses.

### **Data collected using website statistics**

Google analytics as well as the web platform we use collect statistical data which does not include any data specific to the user. Regardless of the collection of data using Google Analytics & the platform, we do not use this data in any way or pass it on to 3<sup>rd</sup> parties.

## **Guest Wifi**

All of our clients are welcome to join our wifi network when visiting us. When you access our guest wifi we collect no data about your device, the volume of data you use, websites or apps you access, or the time & date you accessed.

## **Mailing List**

As part of the registration process for our regular e-newsletter, we collect personal information. We use that information to inform you about matters you've asked us to tell you about; to 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 don't rent or trade email lists with other organisations and businesses.

We use Mailchimp to bulk-send our emails – use the link below to view their Privacy Policy

<https://mailchimp.com/legal/privacy/>

## **Changes to the privacy notice**

We plan to review our privacy policy every 5 years or when there are changes in legislation which require changes.

## **Legal Disclaimer**

The information contained on this website is for general guidance purposes only. It should not be taken for, nor is it intended as, legal advice. While we have made every effort to ensure that the information provided on this website is correct and up to date, Pittalis Gilchrist LLP (and its members and employees) makes no promises as to completeness or accuracy and the information is delivered on an "as is" basis without any warranties, express or implied. Pittalis Gilchrist LLP (and its members and employees) will not accept any liability for errors or omissions and will not be liable for any damage (including, without limitation, damage for loss of business or loss of profits) arising in contract, tort or otherwise from the use of or reliance on this information or from any action or decisions taken as a result of using this information.