



SAMANTHA VINE ACCOUNTANCY SERVICES LTD
HELPING YOUR BUSINESS TO CONTROL FINANCES

DATA PROTECTION POLICY

We process personal information to enable us to provide accounting and related services and to maintain our own accounts and records.

This information may include:

- Personal details
- Family, lifestyle and social circumstances
- Goods and services
- Financial details
- Education details
- Employment details

We also process sensitive classes of information that may include:

- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Trade union membership

We process information about customers and clients, advisers and other professional experts.

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). The types of organisation we may need to share some of the personal information we process with, where necessary or required, for one or more reasons, are:

- Business associates, professional advisers
- Family, associates and representatives of the person whose personal data I am processing
- Suppliers
- Local and central government
- Financial organisations
- Ombudsman and regulatory authorities
- Credit reference and debt collection agencies
- Healthcare professionals, social and welfare organisations



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- Current, past or prospective employers
- Examining bodies
- Service providers

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It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Reasons for sharing personal information include:

- Where there is a legal requirement to disclose
- Where there is a public duty to disclose
- Where legitimate business purposes require disclosure
- Where disclosure is made with your consent

Please advise us of any updates to personal information provided to us so that records are kept up to date.

Personal data is kept safe and secure and is not kept any longer than is necessary.

You may make a written request for a copy of personal records we hold about you.