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PRIVACY NOTICE

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**Background:**

McVey Associates Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our clients and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

**1. Information About McVey Associates Limited**

McVey Associates Limited is a Limited company, registered in England under company number 04210838

Registered address: Wards Court, 203 Ecclesall Road, Sheffield S11 8HW

Postal Address: Wards Court, 203 Ecclesall Road, Sheffield S11 8HW

Main trading address: Wards Court, 203 Ecclesall Road, Sheffield S11 8HW

Telephone number: 0114 2726320

VAT number: 817090633

McVey Associates Limited is a member of and regulated by the Association of Chartered Certified Accountants (ACCA)

Data Protection Officer: Gill Francis

Email address: [gill@mcveyassociates.co.uk](mailto:gill@mcveyassociates.co.uk)

**2. What Does This Notice Cover?**

This Privacy Notice explains how McVey Associates Limited uses your personal data, how it is collected, how it is held and how it is processed. It also explains your rights under the law relating to your personal data.

**3. What is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that McVey Associates Limited uses is set out in Appendix 1.

**4. What Are My Rights?**

Under the GDPR, you have the following rights, which McVey Associates Limited will always work to uphold:

- a) The right to be informed about McVey Associates Limited's collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact the Data Protection Officer to find out more or to ask any questions using the details in Part 11.

- b) The right to access the personal data McVey Associates Limited holds about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by McVey Associates Limited is inaccurate or incomplete. Please contact the Data Protection Officer using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask McVey Associates Limited to delete or otherwise dispose of any of your personal data that McVey Associates Limited holds. Please contact the Data Protection Officer using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to McVey Associates Limited using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to McVey Associates Limited directly, McVey Associates Limited is using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask McVey Associates Limited for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling.
- i) For more information about McVey Associates Limited's use of your personal data or exercising your rights as outlined above, please contact the Data Protection Officer using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about McVey Associates Limited's use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

## 5. **What Personal Data Do You Collect?**

McVey Associates Limited may collect some or all of the personal data details in Appendix 1. (As this may vary according to your relationship with McVey Associates Limited, Appendix 1 breaks down the data into client categories):

Your personal data is obtained from the following third parties:

- HMRC – tax , VAT and PAYE, Pension provider e.g. NEST, banks in relation to loan applications, Companies House – data relating to directors, unsolicited mailings sent to company directors where the company uses the address of McVey Associates Limited as its registered office

## 6. **How Do You Use My Personal Data?**

Under the GDPR, McVey Associates Limited must always have a lawful basis for using personal data. This may be because the data is necessary for its performance of a contract with you, because you have consented to its use of your personal data, or because it is for a legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Providing and managing your account.
- Supplying McVey Associates Limited's range of services to you. Your personal

details are required in order for McVey Associates Limited to enter into a contract with you.

- Personalising and tailoring McVey Associates Limited's services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with general information by email and post that you have opted-in to (you may unsubscribe or opt-out at any time by e-mailing [gill@mcveyassociates.co.uk](mailto:gill@mcveyassociates.co.uk) or by post sending your request to the registered office).
- With your permission and/or where permitted by law, McVey Associates Limited may also use your personal data for marketing purposes, which may include contacting you by email and telephone and text message and post with information, news, and offers on McVey Associates Limited's services. You will not be sent any unlawful marketing or spam. McVey Associates Limited will always work to fully protect your rights and comply with its obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

McVey Associates Limited uses automated systems to send you a monthly e-mail which you have opted into to supply you with up to date accounting news. If at any point you wish to query any action that McVey Associates Limited takes on the basis of this or wish to request 'human intervention' (i.e. have someone review the action themselves, rather than relying only on the automated method), the GDPR gives you the right to do so. Please contact the Data Protection Officer to find out more using the details in Part 11.

## 7. **How Long Will You Keep My Personal Data?**

McVey Associates Limited will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- Data can be retained indefinitely to provide evidence of services carried out to fulfil legal and regulatory purposes.
- Even when you leave as a client your personal data may still be retained should McVey Associates Limited be required to prove information that it prepared for you whilst a client.
- Prospective clients will have their data stored for 6 months after the initial contact. If after this time period no formal instruction to act on your behalf has been received then your data will be destroyed.

## 8. **How and Where Do You Store or Transfer My Personal Data?**

McVey Associates Limited will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR. McVey Associates Limited stores its data on a cloud based system and go to the website of Hosted Desktop UK to read details of their assurance that the data is stored in the UK using robust security measures.

McVey Associates Limited shares your data within the group of companies of which McVey Associates Limited is a part. Namely Cooper Finch Associates Limited for the

provision of bookkeeping and payroll services, Myers Cavendish LLP for the provision of specialised accounting services.

The security of your personal data is essential to McVey Associates Limited, and to protect your data, it takes a number of important measures, including the following:

- Paper based data stored in a lockable cabinet/cupboard
- 24 hour monitored and alarmed business premises
- Cloud based storage to ensure if hardware stolen no data is actually stored on the IT hardware.
- IT system password protected.
- Bespoke accounting packages password protected
- Electronic archiving systems
- Use of licenced waste destruction services for removal of confidential waste, including supply and retention of waste disposal certificates.
- Internal use of cross shredding facility
- Security checks regarding sharing information with pre-stated third parties e.g. HMRC

## 9. Do You Share My Personal Data?

McVey Associates Limited will not share any of your personal data with any third parties for any purposes, subject to the following exceptions.

McVey Associates Limited shares your data within the group of companies of which McVey Associates Limited is a part. Namely Cooper Finch Associates Limited for the provision of bookkeeping and payroll services, Myers Cavendish LLP for the provision of specialised accounting services.

In some limited circumstances, McVey Associates Limited may be legally required to share certain personal data, which might include yours, if McVey Associates Limited is involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

McVey Associates Limited may share your personal data with other companies in its group for assisting with the provision of bookkeeping, taxation and payroll services.

McVey Associates Limited may sometimes contract with the following third parties to supply services to you on McVey Associates Limited's behalf. These may include payment processing, delivery, and marketing. In some cases, those third parties may require access to some or all of your personal data that McVey Associates Limited holds.

- First Corporate Law Services [www.fcls.co.uk](http://www.fcls.co.uk) – reminder services for Company deadlines. The data shared is information required to form a company and a matter of public record information.
- Croner Taxwise 0844892 2807 – if there is tax enquiry into your affairs this organisation will be contacted for advice. This will be agreed with you in advance of information being shared.
- Insolvency practitioners (various) this would be discussed with you prior to information been shared.

- Mercia Group Limited 6 - 14 Underwood Street, London N1 7JQ – this is for you to receive McVey Associates Limited’s monthly news bulletin. Opt-in consent has been obtained before any data will be shared with this third party.

If any of your personal data is required by a third party, as described above, McVey Associates Limited will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, McVey Associates Limited’s obligations, and the third party’s obligations under the law, as described above in Part 8.

In some limited circumstances, McVey Associates Limited may be legally required to share certain personal data, which might include yours, if McVey Associates Limited is involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## 10. **How Can I Access My Personal Data?**

If you want to know what personal data McVey Associates Limited has about you, you can ask the Data Protection Officer for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover McVey Associates Limited’s administrative costs in responding.

McVey Associates Limited will respond to your subject access request within 30 days and, in any case, not more than one month of receiving your request. Normally, McVey Associates Limited will aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date your request is received. You will be kept fully informed of McVey Associates Limited’s progress with your request.

## 11. **How Do I Contact You?**

To contact McVey Associates Limited about anything to do with your personal data and data protection, including to make a subject access request, please use the following details - for the attention of Gill Francis:

Email address: [gill@mcveyassociates.co.uk](mailto:gill@mcveyassociates.co.uk).  
Telephone number: 0114 2726320  
Postal Address: Wards Court  
203 Ecclesall Road  
Sheffield  
S11 8HW

## 12. **Changes to this Privacy Notice**

McVey Associates Limited may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if McVey Associates Limited changes its business in a way that affects personal data protection.

Any changes will be made available through this privacy statement available on the company website or by request to the Data Protection Officer.

## Appendix 1

### Tax return and sole trader clients

Data	Why we use the data	How we store the data	How long we store your data for
Full Name	A required field on your self assessment tax return form and therefore a legal requirement	Paper and electronically	In most cases this data will be kept indefinitely as evidence that we have fulfilled our legal and regulatory requirements
Residential address	A required field on your self-assessment tax return form and therefore a legal requirement	Paper and electronically	As above
e-mail address	As a method of sending documents to you quickly and safely	Paper and electronically	As above
Mobile number	As a direct means of contact with you	Paper and electronically	As above
Telephone number(landline)	As a direct means of contact with you	Paper and electronically	As above
Date of birth	A required field on your self-assessment tax return form and therefore a legal requirement	Paper and electronically	As above
Nationality	Required if you are additionally a director of a company To fulfil our legal obligation under Anti-Money Laundering regulations	Paper and electronically	As above
Photographic identification	To fulfil our legal obligation under Anti-Money Laundering regulations	Electronically	As above
Gender	To fulfil our legal obligation under Anti-Money Laundering regulations	Electronically	As above
Marital status	To ensure any necessary tax implications are applied	Paper and electronically	As above
Bank account details (if supplied by you)	To enable tax refunds to be paid directly in to your bank account	Electronically	As above
Unique Tax Reference (UTR)	To accurately identify you on your self assessment tax return that is sent to HMRC via electronic link	Paper and electronically	As above
National Insurance number	A required field on your self-assessment tax return form and therefore a legal requirement	Paper and electronically	As above
Tax code	A required field on your self-assessment tax return form and therefore a legal requirement	Paper and electronically	As above

**Appendix 1 cont...**

**Partnership clients**

<b>Data</b>	<b>Why we use the data</b>	<b>How we store the data</b>	<b>How long we store your data for</b>
Full Name of each partner	A required field on your partnership tax return form and therefore a legal requirement	Paper and electronically	In most cases this data will be kept indefinitely as evidence that we have fulfilled our legal and regulatory requirements
Business address	A required field on your partnership tax return form and therefore a legal requirement	Paper and electronically	As above
e-mail address	As a method of sending documents to you quickly and safely	Paper and electronically	As above
Mobile number	As a direct means of contact with you	Paper and electronically	As above
Telephone number(landline)	As a direct means of contact with you	Paper and electronically	As above
Nationality	Required if you are additionally a director of a company To fulfil our legal obligation under Anti-Money Laundering regulations	Paper and electronically	As above
Photographic identification	To fulfil our legal obligation under Anti-Money Laundering regulations	Electronically	As above
Bank account details (if supplied by you)	To enable tax refunds to be paid directly in to the partnership bank account	Electronically	As above
Unique Tax Reference (UTR)	To accurately identify you on your partnership tax return that is sent to HMRC via electronic link	Paper and electronically	As above
National Insurance number	A required field on your partnership tax return form and therefore a legal requirement	Paper and electronically	As above

**Appendix 1 cont...**

**Company directors**

<b>Data</b>	<b>Why we use the data</b>	<b>How we store the data</b>	<b>How long we store your data for</b>
Full Name	A required field on Companies House People with Significant Control register and therefore a legal requirement	Paper and electronically	In most cases this data will be kept indefinitely as evidence that we have fulfilled our legal and regulatory requirements
Residential address	A required field on Companies House People with Significant Control register and therefore a legal requirement	Paper and electronically	As above
e-mail address	As a method of sending documents to you quickly and safely	Paper and electronically	As above
Mobile number	As a direct means of contact with you	Paper and electronically	As above
Telephone number(landline)	As a direct means of contact with you	Paper and electronically	As above
Date of birth	A required field on Companies House People with Significant Control register and therefore a legal requirement	Paper and electronically	As above
Photographic identification	To fulfil our legal obligation under Anti-Money Laundering regulations	Electronically	As above
Nationality	A required field on Companies House People with Significant Control register and therefore a legal requirement	Paper and electronically	As above
Last three digits of passport number	Required information for Companies House to register as a director of a company and therefore a legal requirement		As above
Mother's maiden name	Required information for Companies House to register as a director of a company and therefore a legal requirement		As above
Father's first name	Required information for Companies House to register as a director of a company and therefore a legal requirement		As above
Town of birth	Required information for Companies House to register as a director of a company and therefore a legal requirement		As above
Last three digits of telephone number	Required information for Companies House to		As above

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	register as a director of a company and therefore a legal requirement		
Last three digits of National Insurance number	Required information for Companies House to register as a director of a company and therefore a legal requirement		As above