

# ***Ridgeway Business Services***

***Chartered Certified Accountants***

***66 Basepoint Business Centre  
Rivermead Drive  
Westlea  
Swindon, Wiltshire  
SN5 7EX***

***Tel: 01 793 608702***

***Fax: 01 793 608801***

## ***Clients of Ridgeway Business Services Swindon Limited***

### ***Data Privacy Notice under the General Data Protection Regulation (GDPR)***

This notice is to provide you with what is known as a Privacy Notice under GDPR which come into effect on the 25. May 2018.

As a Client of Ridgeway Business Services Swindon Limited you have provided us with personal data in order for us to carry out some or all of the following tasks –

- Provide a Payroll Service
- Provide a Book keeping Service including, where applicable, Vat
- Compile and submit your Annual Accounts and Income Tax Computations to HMRC
- Compile and submit your Annual Accounts and Corporation Tax Computations to HMRC and Companies House
- Carry out Forecasting and Budgeting exercises
- Carry out ad hoc tasks in relation to planning and investigations
- Sending you publications and other communications
- Responding to enquiries and investigating complaints
- Contacting you with important information about your affairs

The information we hold is only that which is essential for the administration of your affairs and includes –

- Name
- Address
- Date of Birth
- Employment and or Self Employment history
- Marital Status
- National Insurance number
- Unique Taxpayer reference
- Email address

Please help us to keep this correct and up to date by letting us know of any changes. Under the GDPR you have the right to request details of the personal data we hold about you.

The basis on which we hold this information falls under the Contractual Purposes defined in the GDPR as it is essential to fulfil the purpose of the engagement.

***Ridgeway Business Services Swindon Limited – registered in England and Wales number 0592944  
Registered office: 66 Basepoint Business Centre, Rivermead Drive, Swindon, Wiltshire. SN5 7EX***

We need to hold this information for as long as we act for you and/or your Company and/or employer. We would refer you to our additional statement attached to our website entitled 'Anti Money Laundering Policy' which sets out clearly the time limits with regard to the retention of your personal data.

Throughout this time, we are legally obliged to keep this information securely and safely and not disclose or share it with anyone unless it is essential to do so for the effective running of your affairs.

We therefore will share your personal data with all or some of the following bodies, but only to the extent necessary for them to undertake their contracted or legislated duties –

- HMRC
- Companies House
- The Pensions Regulator

In the event that you ask us to provide your personal data, or details of your Accounts and Taxation or any other information that could be construed to be of a personal nature, with any other person or organisation, we will require a signed written request at that time. If this request is to multiple third parties a separate signed request must be supplied and each third party must be named in that request.

We would again refer you to our Policy document with regard to Anti Money laundering and information supplied to third parties.

Please be aware that GDPR Regulations apply equally to all of the above organisations and also that we, as Accountants need to ensure that all organisations we share personal data with have adequate controls and measures in place to ensure that they hold any clients details securely. We are satisfied that as they are Government Departments this is the case.

If we receive a legitimate request to share personal information with anyone or any organisation not listed above, we will write to you and seek your permission before responding, unless the notice precludes disclosure.

You do not need to take any action as a result of this notice, but as requested above please help us by keeping us up to date with any changes in your personal details so that we may keep your personal data up to date.

***Please be aware that if you hold the personal data of any employee or sub-contractor or any individual in any way it is your responsibility to also register with the Information Commissioners Office (ICO) as GDPR also applies to you.***

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>



***Roy Smart FCCA  
Ridgeway Business Services Swindon Limited***

***17. May 2018 v1***