

P.D. HUGHES CONSULTANCY SERVICES LIMITED

PRIVACY POLICY

This privacy policy sets out how P.D. Hughes Consultancy Services Limited uses and protects any information that you give the company.

The company is committed to ensuring that your privacy is protected. Should the company ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

The company may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

Information which the company holds

The company may hold the following information:

- Name and job title
- Contact information including email address
- Other information potentially held for identification purposes

Where the information is held

The information is held on a desktop and on a laptop computer, both of which have secure password access, and also on the Microsoft Office 365 cloud and on Microsoft Exchange. In some cases, hard copies of the information is held within files at the company's registered office. The registered office is a private household and the files are held securely within the building.

What the company does with the information

The information is used to send periodic newsletters which include recent developments in the fields of taxation and accountancy; to fulfil the company's contractual obligations to the person; and to defend the company's position in case of a legal challenge. The information will not be shared with third parties unless there is a contractual or legal obligation to do so.

Under Regulation 22 of the Privacy and Electronic Communications Regulations 2003, the company may instigate the sending of e-mails for the purposes of direct marketing if the company has obtained the person's details in the course of a sale or negotiations for a sale of a product or service; where messages sent to the person are only marketing similar products or services; and where the person is given a simple opportunity to refuse marketing e-mails when his or her details are collected, and if the person does not refuse at this point, he or she is given a simple way to do so in future messages. If your details have been collected in this way, you have the right at any time to refuse the receipt of future e-mails.

P.D. HUGHES CONSULTANCY SERVICES LIMITED

PRIVACY POLICY

If your details have not been collected in this way, marketing e-mails will not be sent to you without your explicit consent.

If you have previously agreed to the company using your personal information for direct marketing purposes, you may change your mind at any time by writing to or e-mailing the company.

The company will not sell, distribute or lease your personal information to third parties unless it has your permission or is required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A fee may be payable in certain circumstances. If you would like a copy of the information held on you please write to the company at 11 Sails Drive, York YO10 3LR.

If you believe that any information the company is holding on you is incorrect or incomplete, please write to or e-mail the company as soon as possible at the above address. The company will promptly correct any information found to be incorrect.