

1. Introduction

Number Crunching Ltd 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 our clients and will only collect and use personal data in ways that are described below, and in a way that is consistent with our obligations and your rights under the law.

2. What information we hold

2.1. Information that relates directly to you, such as:

- 2.1.1. Name
- 2.1.2. Date of birth
- 2.1.3. Gender
- 2.1.4. Marital status
- 2.1.5. Address
- 2.1.6. Email address
- 2.1.7. Telephone numbers
- 2.1.8. Business name
- 2.1.9. Job title and profession
- 2.1.10. National Insurance Number
- 2.1.11. Employer
- 2.1.12. Pension provider
- 2.1.13. HMRC Unique Taxpayer Reference number
- 2.1.14. Tax code
- 2.1.15. Attachment of earnings and other liabilities details
- 2.1.16. Student Loan deductions details
- 2.1.17. A copy of your driving licence or passport

2.2. Information relating to your business.

3. How we might use your personal information

- 3.1. Providing and managing your account.
- 3.2. Supplying our services to you. Your personal details are required in order for us to enter into a contract with you
- 3.3. Personalising our services for you
- 3.4. Provide you with relevant information that may be of use to you or your business
- 3.5. Recommend your business to contacts of ours with your permission
- 3.6. With your permission, ask contacts in our network to connect with you
- 3.7. Inform you of our products, services or promotions
- 3.8. Ways we may contact you include; email, post, telephone, SMS text message or social media
- 3.9. Keep you updated about services that you have subscribed to



Number Crunching Ltd
Accountancy & Book-Keeping Services

4. How we gather your personal information

- 4.1. Provided by you directly to us
- 4.2. Passed onto us by your contacts
- 4.3. Publicly accessible information
- 4.4. Provided to us by third party organisations, such as HMRC, Companies House, Government, Councils and DWP
- 4.5. Collected from our surveys and questionnaires

5. Legal basis for data processing

- 5.1. The legal bases on which we collect, store or process personal data are:
 - To perform a contract
 - The data subject has given their consent
 - In the legitimate interests of either ourselves or the data subject
 - Our compliance with a legal obligation

6. Your data protection rights

- 6.1. Your rights are detailed in the GDPR regulations, a summary can be found on the Information Commissioners Office (ICO) website <https://ico.org.uk/>
- 6.2. You have rights under the Data Protection Act 1998, these can also be found on the ICO website
- 6.3. To update your details or to exercise your other rights under these regulations, please provide your request in writing to the registered company address or email info@numbercrunchingltd.co.uk. We may require you to provide proof of identification.

7. Protecting your personal information

- 7.1. Our primary store of your personal information is stored securely on our servers which are password protected and not directly accessible from the internet
- 7.2. Your personal information may also be stored in the wider internet under secure cloud-based storage services, such as Dropbox, Google Drive and Microsoft One Drive
- 7.3. We invest in high-quality security to protect your privacy. No information transmission over the internet can be entirely secure, and therefore we cannot guarantee the security of your personal information. Any information that you send is at your own risk. However, once we have received your personal information we use strict procedures to protect the security of your personal information
- 7.4. Any paper copies of your personal information are stored within our premises and are kept with us or stored securely
- 7.5. Laptops and mobile devices are password protected but not necessarily encrypted
- 7.6. Any password you provide when registering with our websites is encrypted to ensure protection against unauthorised access; we do not have access to read these passwords
- 7.7. Where we store your information electronically:
 - 7.7.1. Our in-house data storage where your personal information may be stored is in the European Economic Area (EEA) or the UK

7.7.2. The personal information that we collect from you may also be uploaded and stored outside the European Economic Area (EEA) in order to carry out the activities listed in 'Use of Your Personal information' section above. For example, we are unable to dictate the storage location used by Dropbox and Google Drive file storage services.

8. Disclosing your personal information

- 8.1. We do not pass your personal information to third parties for marketing purposes without your permission
- 8.2. We may disclose your personal information to fulfil a contract with a third-party client, but only where your consent has been provided
- 8.3. We sometimes share your personal information with subcontractors and support staff providing products and services on our behalf
- 8.4. Our subcontractors and support staff may have access to your personal information, this will only be in the provision of our services to you
- 8.5. Details of your clients' personal information shared with us (for example on your sales invoices) will be treated in compliance with GDPR and used only within the provision of our services to you
- 8.6. We may disclose your personal information to buyers if we were to sell our business, if we are required to do so
- 8.7. We may disclose your personal information, in response to orders by the government or law enforcement authorities.

9. How long we store your personal information

- 9.1. If you are a client we may retain your personal information for a minimum period of 7 years to ensure we are able to comply with any contractual, legal, audit, investigation and regulatory requirements
- 9.2. If we have an ongoing relationship with you then we may retain your personal information for longer than 7 years
- 9.3. If you are not a client, we may keep your personal information for up to 7 years following our last contact with you

10. Changes to this Statement

- 10.1. If we change this statement, we will post an updated version on our website. Please check the website regularly for any changes
- 10.2. If you believe that we have not adhered to this Statement, please notify us by email at info@numbercrunchingltd.co.uk and we will address your concern promptly
- 10.3. This Statement was last updated on 2nd June 2018.