**
Company data protection policy**

Version 1
1st July 2020

**Introduction**Jaccountancy NE Ltd, is an accounting practice which provides Bookkeeping, Accountancy and Taxation advice and assistance to its clients.

**Policy Brief & Purpose**Our Company Data Protection Policy refers to our commitment to treat information of employees, clients, stakeholders and other interested parties with the utmost care and confidentiality.With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.


### **Who is covered under the Data Protection Policy?**Workers of our company and its subsidiaries must follow this policy. Contractors, consultants, suppliers, partners and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or who acts on our behalf and may need occasional access to our data.


## **Policy elements**As part of our operations, we obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, national insurance numbers, unique tax payers references, authentication codes, date of birth, employment and self employment information, tax returns, company accounts, usernames and passwords, digital footprints, photographs, financial data etc.

Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

* Accurate and kept up-to-date
* Collected fairly and for lawful purposes only
* Processed by the company within its legal and moral boundaries
* Protected against any unauthorised or illegal access by internal or external parties

## **Actions**To exercise data protection we're committed to:

* Restrict and monitor access to sensitive data
* Develop transparent data collection procedures
* Establish clear procedures for reporting privacy breaches or data misuse
* Include contract clauses or communicate statements on how we handle data
* Establish data protection practices

**Data Subject Rights**
Jaccountancy has processes in place to ensure that it can facilitate any request made by an individual to exercise their rights under data protection law.

All requests will be considered without undue delay and within one month of receipt as far as possible.

**Subject access**The right to request information about how personal data is being processed, including
whether personal data is being processed and the right to be allowed access to that data and to be provided with a copy of that data along with the right to obtain the following information:

* the purpose of the processing
* the categories of personal data
* the recipients to whom data has been disclosed or which will be disclosed
* the retention period
* the right to lodge a complaint with the Information Commissioner’s Office
* the source of the information if not collected direct from the subject, and
* the existence of any automated decision making

**Rectification**
The right to allow a data subject to rectify inaccurate personal data concerning them.

**Erasure**: the right to have data erased and to have confirmation of erasure, but only where:

* the data is no longer necessary in relation to the purpose for which it was collected, or
* where consent is withdrawn, or
* where there is no legal basis for the processing, or
* there is a legal obligation to delete data

**Restriction of processing**: the right to ask for certain processing to be restricted in the following circumstances:

* if the accuracy of the personal data is being contested, or
* if our processing is unlawful but the data subject does not want it erased, or
* if the data is no longer needed for the purpose of the processing but it is required by the data subject for the establishment, exercise or defence of legal claims, or
* if the data subject has objected to the processing, pending verification of that objection

**Object to processing**: the right to object to the processing of personal data relying on the legitimate interests processing condition unless Jaccountancy can demonstrate compelling legitimate grounds for the processing which override the interests of the data subject or for the establishment, exercise or defence of legal claims.

**Responsibility for the processing of personal data**

The Directors of Jaccountancy take ultimate responsibility for data protection.

If you have any concerns or wish to exercise any of your rights under the GDPR, then you can contact the data protection officer in the following ways:

Jay Wilson
15 Silloth Avenue, Newcastle Upon Tyne, NE5 2TB
Jay@Jaccountancyne.co.uk
0330 122 2280

**Monitoring and review**

This policy was last updated on 1 July 2020 and shall be regularly monitored and reviewed, at least every two years.