

# PETER DEANS

## CHARTERED ACCOUNTANTS

### Privacy Statement

#### Who are we

This is the privacy statement of Peter Deans Chartered Accountants.

This privacy statement explains how we collect and use personal information about you.

#### What personal information we collect

Information to prepare your Self-Assessment Return.

#### Where we collect personal information from

Information provided by you, publicly available resources e.g. dividends of plc companies and information provided to allow accounts preparation.

#### How we use your personal information

To allow us to complete your Self-Assessment return and lodge with HMRC.

#### Who we share your personal information with

We will only share your personal information with HM Revenue & Customs.

#### If you do not provide your personal information

We may not be able to prepare your Self-Assessment return.

#### Your rights

**Access to your information** – You have the right to request a copy of the personal information about you that we hold.

**Correcting your information** – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information** – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purpose for which it was obtained.
- We are using that information with your consent and you have withdrawn your consent – see [Withdrawing consent to using your information below](#).
- You have validly objected to our use of your personal information – see [Objecting to how we may use your information below](#).
- Our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to require us to stop using your personal information. In addition, where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using the personal information unless there are overriding legitimate grounds to continue.

**Restricting how we may use your information** – In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold for assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you do not want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Automated processing** – If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

**Withdrawing consent using your information** – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the contact information and further advice section if you wish to exercise any of these rights.

### **Changes to our privacy statement**

We keep this privacy statement under regular review and will place any updates on the website. Paper copies of the privacy statement may also be obtained.

This privacy statement was last updated on 1<sup>st</sup> May 2018.

### **Contact information and further advice**

Peter Deans Chartered Accountants, 42 Stirling Street, Denny, Stirlingshire, FK6 6DJ.

### **Complaints**

We seek to resolve directly all complaints about how we handle personal information, but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows:-

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone      0303 123 1113 (local rate) or 01625 545745

Website        <https://ico.org.uk/concerns>