

ASL Accountants Privacy Notice

- We may hold your own or your client's details which may include names, private addresses, date of birth, tax and NI references, company number (if applicable), employer's reference and name (if applicable), business details (if applicable) and details of past and present taxable income and gains and data on other taxes.
- We only hold this data to allow us to provide accountancy and tax compliance and tax advisory services (if applicable).
- We retain data for as long as statute or regulations demand.
- We hold data electronically and on paper.
- We normally destroy files after six years.
- Our computer hard drives are destroyed before disposal.
- We do not allow any third party access to our data, however, our IT support (outsourced) may work on programmes that hold that data.
- We store data via third party applications including FreeAgent, Auto entry, Informangement, Qdos, Microsoft and Know How products.
- We process and store data on our tax and accounting software.
- We will only share data with HMRC and HM Courts and Tribunal's service, during the course of an enquiry or investigation or tax appeal if:
 - a) We authorised to do so by the taxpayer, or
 - b) In the case of a Schedule 36 FA 2008 Information Notice, we have either been so authorised by a tribunal or we are compelled to provide data under the terms of a third party notice.
- We may use third party contractors in our business and they are required to sign a 'Fit and proper' declaration which includes a declaration that they will not remove data or pass on data to other parties.

We are registered with the Information Commissioner.