



TE BAN & CO
'your accounting solution'

32-34 Sydenham Road
Croydon CR0 2EF
Office: +44 (0)20 3667 3396
Email: enquiries@teban.co.uk
Website: www.teban.co.uk

Taxation, Accounting & Payroll Services

PRIVACY POLICY

This privacy policy relates to the personal data that is processed by TE BAN & Co Ltd.

We are committed to maintaining the privacy and security of the personal data that we hold for you and will use your information for the purposes in which it was intended when obtained.

This policy advises what data we collect, what we do with this data, who we share your data with, how long we keep your data and your individual rights of control of your data.

What data do we collect

We collect data to enable us to provide you with the services of TE BAN & Co Ltd as required and requested by you. These may include:

- your full name
- your date of birth
- your national insurance number
- your full address
- your telephone number
- your email address
- your business details, such as unique tax reference, VAT registration number, company number, names and addresses of relevant officers in the business
- your business contact details, such as address, telephone number, email address
- financial information about your business
- marketing preferences

There may be additional information required dependent on your individual circumstance. This will only be collected if legally required to complete the provision of service requested.

What we do with your data

The information we collect from you is used for the preparation and processing of the services

aat AAT Licensed
Accountant

Tracey Bankinson is licensed and regulated by
AAT under licence number 7428



TE BAN & CO LTD is registered in
England & Wales under company number 9572024
Registered Office 32-34 Sydenham Road, Croydon, CR0 2EF

required, and for us to communicate with you effectively.

Who we share your data with

We use 3rd party agencies for the processing of some of our services, and as such will share your personal data with them as appropriate. The policies of 3rd party agencies are reviewed before the sharing of any information to ensure that any information shared is protected. We assume that our clients are honest and law abiding. However, if at any time, there appear to be grounds to suspect (even if we do not actually suspect) that your instructions relate to 'criminal property', we are obliged to make a report to the National Crime Agency ("NCA").

How long we keep your data

We will keep your information for as long as the service of provision is active. Following termination of service, your information is kept for a further 6 years, falling in line with the legal requirements for keeping financial business records.

Your individual rights of control

Other than a legal requirement in which we require specific personal data for the processing of the required service provided, you have the right to:

- Access the personal data we hold - Requests should be made in writing to TE BAN & Co Ltd, 32-34 Sydenham Rd, Croydon, CR0 2EF
- Rectification of information - if you believe that any of the information that we hold for you is incorrect, you have a right to this being amended
- Erasure of information - If you believe that we no longer need to hold personal information provided, you have a right to request erasure. You cannot request the erasure of information that is legally required for the provision of the service requested
- Restriction - you have the right to restrict processing of your personal data if you believe we no longer require the information for the purpose it was provided for, or if you believe the information we hold is inaccurate
- Portability - You may request and give permission for us to transfer your personal information directly to a third party. We are not held responsible for the use by third parties of information transferred
- Objection - you have the right to object to the processing of your information, but only if there is not a legal requirement for us to do so
- Marketing - you have the right to object to the use of your personal data for direct marketing purpose

We constantly review our policies and procedures, and where there are any changes to this privacy policy, you will be informed in writing at least 28 days before any change takes place.

TE BAN & Co Ltd-Privacy Policy, Version 25.05.2018



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