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## General Data Protection Privacy Notice

### Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and is only processed with their 'explicit' consent.

GDPR covers personal data relating to individuals. M I Spencer Ltd is committed to protecting the rights and freedoms of individuals with respect to the processing of client, suppliers, third parties and staff personal data.

When processing personal data, M I SPENCER LTD has adopted the following principles, as laid down in the EU GDPR Regulation:

1. Personal Data shall be processed lawfully, fairly and in a transparent way.
2. Personal Data shall be collected for specified, explicit and legitimate purposes only.
3. Personal Data shall be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.
4. Personal Data shall be accurate and, kept up to date. This means M I SPENCER LTD must have in place processes for identifying and addressing out-of-date, incorrect and redundant Personal Data.
5. Personal Data shall be kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the Personal Data is processed.
6. The integrity and confidentiality of Personal Data is maintained at all times through appropriate technical and organisational measures, including protection against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.

The GDPR gives individuals the right to know what information is held about them. GDPR includes 7 rights for individuals.

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### **1) The right to be informed**

M I Spencer Ltd is an Accountancy Practice offering a range of related bureau services and as such, is required to collect and manage certain data. We need to collect a wide range of personal data to enable us to carry out our duties as outlined in our Letter of Engagement with our clients.

We hold data that would be seen as sensitive per the definitions of the GDPR and as such have sufficient measures in place to secure the data.

M I Spencer Ltd uses session cookies on its website, but it does not use Google Analytics.

### **2) The right of access**

At any point an individual can make a request relating to their data and M I Spencer Ltd will need to provide a response (within 1 month).

If you would like any information about the data we hold on your behalf then please do not hesitate to contact Clare Jones on [info@mispencerltd.co.uk](mailto:info@mispencerltd.co.uk).

### **3) The right to erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. Your non-electronic data will automatically be shredded after 6 years, if not required to be held for any other legitimate reason.

### **4) The right to restrict processing**

You can object to processing of your data. This means that records can be stored but must not be used in any way, for example reports or for communications.

### **5) The right to data portability**

Some of the services provided by M I Spencer Ltd require data to be transferred from one IT system to another; such as from M I Spencer Ltd to HMRC or any other Regulatory Bodies. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

You may at times request us to transfer data to third parties.

If you would like your data to be transferred to any other body then please contact us on [info@mispencerltd.co.uk](mailto:info@mispencerltd.co.uk) to see if we are able to support your request. Where you make such a



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request we are not able to take any responsibility or accept any liability for the data once transmission has commenced.

## **6) The right to object**

You can object to your data being used for certain activities like marketing or research.

## **7) The right not to be subject to automated decision-making including profiling.**

Automated decisions and profiling are used for marketing based organisations. M I Spencer Ltd does not use personal data for such purposes.

## **Storage and use of personal information**

We store all our personal data in a secure and appropriate manner.

Paper files that contain sensitive personal information are either kept in locked storage within offices that are locked when staff members are not present, or within restricted access areas.

Some low risk personal data is stored on our shelves and in cupboards (not locked away); these files are not left unattended and the offices are locked securely when staff members are not present.

Members of staff have access to these files but information taken from the files is treated in the strictest of confidence. These records are shredded after the retention period.

Our electronic files are held securely on our server which is password protected. We are implementing secure hard disk encryption software. We have password protection across our intra-net (LAN).

Where we transmit personal electronic data out of the office we are implementing encryption facilities and password protection.

Data held electronically is periodically checked and deleted where the information is no longer required in line with our retention policy.

This Privacy statement will be regularly reviewed, but if you have any queries please do not hesitate to contact us at [info@mispencertld.co.uk](mailto:info@mispencertld.co.uk)