***External Privacy Statement: Leopold Group***

***Who we are***

*This is the privacy statement of the Leopold Group.*

*The Leopold Group consists of:*

*Leopold Consultancy Group*

*Leopold Accountancy Group*

*Leopold Business Services Group*

*Leopold Group Holdings*

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

***What personal information we collect***

*Self assessment; we collect permanent details regarding your name, address, UTR, NI number and (tax); yearly details of your sources of income (employment, self employment, dividends, pensions, capital gains etc; and deductions (pension details, entrepreneur relief etc) to enable us to complete your tax return. You have previously mandated us to do this by signing the engagement letter we have on file and of which you should hold a copy.*

*Employees of payroll clients-We collect permanent details regarding your name, address, UTR, NI number, tax codes, rates of pay and overtime rates, CCJs (if applicable), student loans (if applicable), CSA payments (if applicable); as approved by you and your employer.*

*Company; we collect permanent details regarding any company you are associated with and for which we represent the company (UTR, VAT and PAYE numbers) for HMRC submission through the authorised Government Gateway (corporation tax, PAYE, VAT, CIS). You have previously mandated us to do this by signing the engagement letter we have on file and which you should hold a copy.*

*Before we acquired you or your company as a client we would have requested certain money laundering documents such as copies of previous months bank statements (personal, company), home utility bills less than 6 months old (personal, company), Certificate of Incorporation (company0 or recent or extant passport photographs. We legally required this before accepting any such appointment. This information is retained by ourselves and not shared with any other party.*

***Where we collect personal information from***

*The sources of information will be:*

1. *Yourself*
2. *Your previous accountant*
3. *Your employer (for employees of payroll clients)*
4. *HMRC and any other government regulatory bodies*
5. *Any other person you specifically authorise*

***How we use your personal information***

*The purposes for which personal information is processed by this firm includes any or all of the following:*

* *Deliver services and meet legal responsibilities*
* *Verify identity where this is required*
* *Communication by post, email or telephone*
* *Understand needs and how they may be met*
* *Maintain records*
* *Process financial transactions*
* *Prevent and detect crime, fraud or corruption*

***Who we share your personal information with***

*We will share your information with HMRC, and other regulatory bodies, including Companies House and where appropriate OSCR.*

*We may be called upon to share your information with an Independent Financial Adviser (IFA) or Mortgage Adviser, but only with your prior consent.*

***How long we retain your personal information for***

*Our company policy is to keep all information relating to you or your business for a ten year period before destroying it, in the process adequately covering HMRC data retention requirements. If a client has no further need for our services he and his representatives will be given the option to collect all historical information before it is destroyed.*

***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 long require the information for which it was obtained*
* *We are using that information with your consent and you have withdrawn your consent – see Withdrawing your 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 for direct marketing purposes. 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 that 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 or assessing the validity of any objection you have made to our use of your information. This right might also apply where this is no longer a basis for using your personal information but you don’t want us to delete the data. Where this right to validly exercise 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 your consent to 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 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 this website. Electronic PDF and paper copies of the privacy statement may also be obtained by emailing us at* [*andrew@leopoldgroup.co.uk*](mailto:andrew@leopoldgroup.co.uk)

*This privacy statement was last updated on* ***12 April 2018****.*

***Contact information and further advice***

*All correspondence should be addressed either by email to us at* [*andrew@leopoldgroup.co.uk*](mailto:andrew@leopoldgroup.co.uk) *or by mail to:*

*Andrew Fearn*

*Leopold Group*

*Charlotte House*

*18 Young Street*

*Edinburgh*

*EH2 4JB*

*Or by phoning us on 0131 225 8485*

***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*](https://ico.org.uk/concerns)

**Read and agreed, 12.4.18**

**Client**

**Countersigned**

**Andrew Fearn Leopold Group**