Hindocha & Co. Chartered Accountants

Privacy Policy

This privacy notice provides information on how we collect, use and retain personal data relating to your affairs

What is covered?

- What personal data do we collect?
- Why do we collect your personal data?
- Who will have access to your personal data?
- How long do we hold your personal data?

What personal data do we collect?

We collect and process member personal data to deliver our services:
- Name
- Address
- Date of Birth
- National Insurance Number
- Unique Tax Reference Number
- Bank account details
- Personal tax return, tax calculations and documents used in preparation of the tax return.
- Sole trader or partnership accounts (and supporting documents) where relevant.
- PAYE/CIS/VAT registration, returns and workings where applicable.

Why do we collect your personal data?

In order to comply with data protection laws we need a lawful basis to process your personal data. We use the following lawful reasons to obtain and use your personal data:

Consent
Where you have provided your consent we will process your personal data for the purpose of providing the services set out in our letter of engagement. You have a right to withdraw your consent at any time by simply contacting us.

Contract
We process your personal data when you enter into a contract with us to become our client.

Who will have access to your personal data?

Only the principal and designated members of staff will have access to your personal data. We will not share your information with any other party, other than HMRC and other regulatory bodies, without your express consent.

How long do we hold your personal data?

We are required by tax and other regulations to retain client data for 6* years. After this time it will be securely destroyed.

* Required period of retention is 6 years after the end of the current tax year.

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