

## **PRIVACY POLICY**

### **What information do we collect?**

- Personal information about you including, but not limited to, your name and address, contact details, date of birth and national insurance number.
- Information and documents including, but not limited to, those to be used in the preparation of your financial statements and/or income tax return, payroll records and bookkeeping records.

### **How do we collect information?**

- Information may be collected from you by email, letter, telephone or our website contact form.
- Information and documents may be requested from you by email, letter or telephone.

### **What do we use the information for?**

- To perform services including, but not limited to, financial statement preparation, income tax preparation and planning, bookkeeping, payroll processing and company secretarial matters.
- To send out informative emails such as quarterly newsletters and Budget statements (if you have opted in to receive such emails).

### **How is your information protected?**

- We maintain physical and electronic safeguards to ensure that your personal information is protected.

### **Data retention**

- In accordance with HM Revenue and Customs guidelines:
  - Our files/records in relation to limited companies will be retained for at least six years from the end of the last company financial year it relates to, after which time any hard copies will be securely destroyed.
  - Our files/records in relation to self employment will be retained for at least five years after the 31 January submission deadline of the relevant tax year, after which time any hard copies will be securely destroyed.

### **Disclosure of personal information**

- Personal information will never be disclosed to third parties without your prior consent.

### **Third party links**

- We may include links on our website to other third party websites. These websites have separate and independent privacy policies. We therefore have no responsibility for the content and activities of those websites.

If you have any questions regarding our privacy policy, please contact us at  
Cambridge House, 16 High Street, Saffron Walden, Essex, CB10 1AX  
Telephone: 01799 525407 Email: [joanne.waring@tayler-bradshaw.co.uk](mailto:joanne.waring@tayler-bradshaw.co.uk)  
Website: [www.tayler-bradshaw.co.uk](http://www.tayler-bradshaw.co.uk)

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