



Bespoke Admin Plus

Virtual Admin | Accounting | OBM and Consultancy

PRIVACY NOTICE

BACKGROUND:

Bespoke Admin Plus understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our Clients and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. **Information About Us**

Bespoke Admin Plus is Becci Brindley t/a Bespoke Admin Plus of 47 Rainhall Road, Barnoldswick, BB18 6AA

Data Protection Officer: Becci Brindley

Email address: Clients@bespokeadminplus.co.uk

Telephone number: 07827 290085

Becci Brindley is member 103446 of The Institute of Administrative Management

2. **What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. **What Is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") and the Data Protection Act 2018 (collectively, "the Data Protection Legislation") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

4. **What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
 - b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
 - c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
 - d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 11 to find out more.
 - e) The right to restrict (i.e. prevent) the processing of your personal data.
 - f) The right to object to us using your personal data for a particular purpose or purposes.
 - g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
 - h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
 - i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way
- For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 11.

5. **What Personal Data Do You Collect and How?**

Depending upon your use of our Services, we may collect and hold some or all of the personal and non-personal data set out in the table below, using the methods also set out in the table. We do not collect any personal data relating to children or data relating to criminal convictions and/or offences.

Data Collected	How We Collect Data
Identity Information including Names, Date of Birth, National Insurance Numbers, UTR Numbers	From Client, Onboarding forms, consent forms, HMRC Correspondence, Companies House Correspondence, ID Checks
Contact information including Address, Telephone and Email Addresses	From Client, Onboarding forms, consent forms, HMRC Correspondence, Companies House Correspondence, ID Checks
Business information including turnover, bank accounts	From Client, Bank Statements, HMRC Correspondence, Companies House Correspondence, Money Laundering Checks
Payment information including direct debit details	From Client, Bank Statements, Onboarding Forms
Data from third parties including Trade Credit References, Virtual Assistants, Bookkeepers, Accountants and HMRC	From Client, Onboarding forms, consent forms, HMRC Correspondence, Companies House Correspondence, ID Checks, Online Drive Access

6. **How Do You Use My Personal Data?**

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we may use your personal data, and our lawful bases for doing so:

What We Do	What Data We Use	Our Lawful Basis
Administering our business including supplying our services, managing payments for our services, personalising and tailoring our services for you, communication with you, supplying you with information via email, that you have opted-in-to (you may opt-out at any time by contacting us).	Identity Information including Names, Date of Birth, National Insurance Numbers, UTR Numbers, Contact information including Address, Telephone and Email Addresses, Business information including turnover, bank accounts, Payment information including direct debit details, Data from third parties including Trade Credit References, Virtual Assistants, Bookkeepers, Accountants and HMRC	We have a Legitimate Interest for processing and providing services to you and services you have opted to use. Some data such as names and business information is necessary for providing our services.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which

may include contacting you by email with information, news, and offers on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 11.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

7. **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Type of Data	How Long We Keep It
Identity Information including Names, Date of Birth, National Insurance Numbers, UTR Numbers, Contact information including Address, Telephone and Email Addresses, Business information including turnover, bank accounts, Payment information including direct debit details, Data from third parties including Trade Credit References, Virtual Assistants, Bookkeepers, Accountants and HMRC	For the duration of providing Services and 6 years thereafter, in accordance with the requirements for businesses to retain tax records for 6 years. Your data will need to be retained to comply with any future investigations from HMRC or other Government or Public Authorities.

8. **How and Where Do You Store or Transfer My Personal Data?**

We will only store or transfer your personal data within the UK. This means that it will be fully protected under the Data Protection Legislation.

9. **Do You Share My Personal Data?**

We will not share any of your personal data with any third parties for any purposes, subject to the following exceptions. If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We may sometimes contract with third parties to supply services.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8.

10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within 14 working days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

11. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: clients@bespokeadminplus.co.uk

Telephone number: 07827 290085

Postal Address: 47 Rainhall Road, Barnoldswick, BB18 6AA

12. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made, and an updated Privacy Notice circulated or replaced as required. This Privacy Notice was last updated on 01 July 2020.

13. **Implementation of Policy**

This Policy shall be deemed effective as of date of signature. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

Name:	Becci Brindley
Position:	Owner, Bespoke Admin Plus
Date:	01 March 2020

Signature:	
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