



COMMERCIAL PROPERTY MAINTENANCE

Privacy Statement

Stephen Parsons Associates Limited Privacy Notice under the Data Protection Act 1998 and the EU General Data Protection Regulation.

Being transparent and providing accessible information to individuals about how we will use their personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR) and is important to our organisation.

The following are details on how we collect data and what we will do with it.

Stephen Parsons Associates Ltd act as Data Controller under the EU GDPR. Our data protection compliance officer is Mark Humphreys-Evans and our contact details are SPA LTD 30 Rugby Road, Twickenham , TW1 1DG, 0208 744 2115, helpdesk@spaltd.co.uk

Information we may collect

We will collect Personal Data on clients, contacts, prospective clients and employees.

Data collected may include (but is not limited to): individuals' contact details, date of birth, email address, marital status, National Insurance number, tax reference, bank account details, identification documents for money laundering purposes, financial and pay details, educational background, details of certificates and diplomas, education and skills, nationality, job title and CV.

Who collects this data

Stephen Parsons Associates Ltd (SPA) will collect this data.

How it is collected

SPA will collect data in a variety of ways. This will include:

- Information provided directly by an individual through email, meetings, questionnaires, online forms etc.
- Information provided by a previous accountant or employer

Why it is being collected

We hold personal data about our employees, clients, suppliers and other individuals for a variety of business purposes.

Business purposes may be personnel, administrative, financial, regulatory, payroll and business development purposes. This includes the following:

- Compliance with our legal, regulatory and corporate governance obligations and good practice
- Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Utilising data in the provision of our services.
- Ensuring business policies are adhered to (such as policies covering email and internet use)
- Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking
- Investigating complaints
- Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments
- Monitoring staff conduct, disciplinary matters
- Marketing our business
- Improving services

How it will be used

- Information will be used to fulfil our performance obligations under a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- Information will also be used for the communication of relevant information to clients, contacts and employees such as newsletters, articles, announcements and other items relevant to our business. Personal Data will only be used for this purpose where specific consent has been obtained from the Data Subject or where a legitimate business interest exists

Who it will be shared with

SPA will only share information where it is necessary under the performance of a contract or under a legal obligation.

Transfers to other countries

The GDPR contains provisions protecting the transfer of personal data outside the European Union. Under the Regulations data may be transferred where the organisation and country involved have provided adequate safeguards. Any data transferred outside the EEA will be in accordance with the Regulations

Retention Period

The period data is retained will vary depending on the legal requirement under the contract with the data subject and our own regulatory requirements. In relation to clients and former clients, that period would be no less than 7 years from the point our contract ceases with the client.