

# Socius Accountants - Privacy Policy and GDPR



## Our contact details

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*Established in 2021, we are a modern and vibrant accountancy firm situated in the centre of Lincolnshire. Socius Accountants respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website or enter our premises (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.*

## *Please Fully Read our Privacy Notice*

<b>Section 1</b>	<i>1.1 Purpose 1.2 Controller 1.3 Third Party Links</i>
<b>Section 2</b>	<i>2.1 The data we collect about you 2.2 If you fail to provide personal data</i>
<b>Section 3</b>	<i>3.1 How is your personal data collected?</i>
<b>Section 4</b>	<i>4.1 How we use your personal data 4.2 Purposes for which we will use your personal data 4.3 Requirements and retention 4.4 Changes of purpose</i>
<b>Section 5</b>	<i>5.1 Data retention FAQs 5.2 Transferring personal data outside the United Kingdom</i>
<b>Section 6</b>	<i>6.1 Rights of access, correction, erasure, and restriction 6.2 Right to withdraw consent 6.3 Changes to this notice</i>
<b>Section 7</b>	<i>Complaints</i>

## 1.1 Purpose of this privacy notice

This privacy notice aims to give you information on how Socius Accountants collects and processes your personal data through your use of this website and/or the collection of data on our premises, including any data you may provide to any member of our team.

The data we collect is not intended for children and we do not knowingly collect data relating to children. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

## 1.2 Controller

Socius Accountants is the controller and responsible for your personal data (collectively referred to as Socius Accountants, 'we', 'us' or 'our' in this privacy notice).

Daniel Mountain and Lucy Clover (Directors) are responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the either Director using the details set out above.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## 1.3 Third-party links

Our website includes links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## 2.1 The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data**

Includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.

- **Contact Data**

Includes company address, email address and telephone numbers.

- **Transaction Data**

Includes details about payments to and from you and other details of the services you use from us.

- **Technical Data**

Includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

- **Profile Data**

Includes your username and password, preferences, feedback and survey responses.

- **Usage Data**

Includes information about how you use our website, products and services.

- **Marketing and Communications Data**

Includes your preferences in receiving marketing from us and our third parties and your communication preferences.

***We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.***

## **2.2 If you fail to provide personal data**

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us, but we will notify you if this is the case at the time.

## **3.1 How is your personal data collected?**

We use different methods to collect data from and about you including through:

- **Direct interactions**

You may give us your Identity / Contact data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

1. apply for our products or services
2. create an account on our website
3. subscribe to our service or publications
4. request marketing to be sent to you
5. enter a survey
6. apply for employment or to provide us with services
7. give us some feedback.

- **Automated technologies or interactions**

As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies.

- **Third parties or publicly available sources.**

We may receive personal data about you from various third parties, including technical data from the following parties:

analytics providers [such as Google based outside the UK]

advertising networks [such as Google based outside the UK]

search information providers [such as Google based outside the UK].

#### **4.1 How we use your personal data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

1. Where we need to perform the contract we are about to enter into or have entered into with you.
2. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
3. Where we need to comply with a legal or regulatory obligation.

Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

We may process your personal data for purposes necessary for the performance of our contract with you or your employer or our clients and to comply with our legal obligations.

We may process your personal data for the purposes necessary for the performance of our contract with our clients. This may include processing your personal data where you are an employee, subcontractor, supplier or customer of our client.

We may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This includes processing for marketing, business development, statistical and management purposes.

We may process your personal data for certain additional purposes with your consent, and in these limited circumstances where your consent is required for the processing of your personal data then you have the right to withdraw your consent to processing for such specific purposes.

Please note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data.

#### **4.2 Purposes for which we will use your personal data**

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground, we are relying on to process your personal data where more than one ground has been set out in the table below.

We may use your personal data in order to:

- carry out our obligations arising from any agreements entered into between you or your employer or our clients and us (which will most usually be for the provision of our services);
- carry out our obligations arising from any agreements entered into between our clients and us (which will most usually be for the provision of our services) where you may be a subcontractor, supplier or customer of our client;
- provide you with information related to our services and our events and activities that you request from us or which we feel may interest you.
- seek your thoughts and opinions on the services we provide; and
- notify you about any changes to our services.

In some circumstances we may anonymise the personal data so that it can no longer be associated with you, in which case we may use it without further notice to you.

If you refuse to provide us with certain information when requested, we may not be able to perform the contract we have entered into with you. Alternatively, we may be unable to comply with our legal or regulatory obligations.

We may also process your personal data without your knowledge or consent, in accordance with this notice, where we are legally required or permitted to do so.

### **4.3 Requirements and retention**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

When assessing what retention period is appropriate for your personal data, we take into consideration:

- the requirements of our business and the services provided;
- any statutory or legal obligations;
- the purposes for which we originally collected the personal data;
- the lawful grounds on which we based our processing;
- the types of personal data we have collected;
- the amount and categories of your personal data; and
- whether the purpose of the processing could reasonably be fulfilled by other means.

### **4.4 Change of purpose**

Where we need to use your personal data for another reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose.

Should it be necessary to use your personal data for a new purpose, we will notify you and communicate the legal basis which allows us to do so before starting any new processing.

### **5.1 Data retention FAQs**

- **How long will you use my personal data for?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

- **Why might we share your personal data with third parties?**

We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so.

- **Which third-party service providers process your personal data?**

“Third parties” includes third-party service providers and other entities within our group or the members of our firm’s network. The following activities are carried out by third-party service providers: IT and cloud services, professional advisory services, administration services, marketing services and banking services, taxation services, bookkeeping services and accounting services.

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

- **What about other third parties?**

We may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal data with a regulator or to otherwise comply with the law.

Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by contacting us.

## **5.2 Transferring personal data outside the United Kingdom**

We may transfer your personal data to our subcontractors Auto Entry Data Services that operate offices in the USA and India. These subcontractors process and capture, categorize and publish your financial documents through to your account's software.

We will ensure your personal data is properly and always protected. Through our Public Liability Insurance, all third-party data usages are protected under clause 1.4

<b>Ireland (EU)</b>	<b>United Kingdom (UK)</b>	<b>Lawrenceville (US)</b>	<b>Mohali (IN)</b>
1 Central Park, Leopardstown, Dublin 18, Ireland D18 NH10 Ireland  +353 1 902 2618  <a href="#">Get directions →</a>	200 Berkshire Place, Wharfedale Rd, Winnersh, Wokingham RG41 5RD, United Kingdom  +44 0203 3935058  <a href="#">Get directions →</a>	1715 N Brown Rd, Lawrenceville, Atlanta, GA 30043, United States  +1 (857) 302 3409  <a href="#">Get directions →</a>	Quark City (The Atrium), A 45 B, Industrial Area Phase 8 B, Mohali, Punjab, India.  +91 172 4603718  <a href="#">Get directions →</a>

## **6.1 Rights of access, correction, erasure, and restriction**

- **Your duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

- **Your rights in connection with personal data**

Under certain circumstances, by law you have the right to:

- Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully.
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- If you want to exercise any of the above rights, please email our data protection point of contact [D.Mountain@sociusaccountants.com](mailto:D.Mountain@sociusaccountants.com) / [L.Clover@sociusaccountants.com](mailto:L.Clover@sociusaccountants.com)

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## **6.2 Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to direct marketing that you have indicated you would like to receive from us), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email our data protection point of contact [D.Mountain@sociusaccountants.com](mailto:D.Mountain@sociusaccountants.com) / [L.Clover@sociusaccountants.com](mailto:L.Clover@sociusaccountants.com)

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **6.3 Changes to this notice**

Any changes we may make to our privacy notice in the future will be provided to you when we update you with our Terms of Business and/or letters of engagement, or via our website <https://www.sociusaccountants.com/>

## **7.1 How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [D.Mountain@sociusaccountants.com](mailto:D.Mountain@sociusaccountants.com) / [L.Clover@sociusaccountants.com](mailto:L.Clover@sociusaccountants.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

