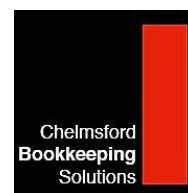


# Privacy policy



## 1. Information about us

Chelmsford Bookkeeping Solutions Limited is the owner and operator of [www.chelmsford-bookkeeping.com](http://www.chelmsford-bookkeeping.com) (our **website**). We are a company limited by shares registered in England and Wales under company number 5929417. Our registered company address is: 14 South Primrose Hill, Chelmsford, Essex, CM1 2RG. Our VAT number is 893 6339 77.

## 2. Contact us

If you would like any information about Chelmsford Bookkeeping Solutions Ltd and its activities you can contact us by telephone on **01245 264453** or email [enquiries@chelmsford-bookkeeping.com](mailto:enquiries@chelmsford-bookkeeping.com). You can also write to Chelmsford Bookkeeping Solutions Ltd at the above address. If you have any queries relating to this Privacy Policy please contact the Data Security Compliance Manager by letter at the address above.

## 3. Privacy policy

### 3.1. Policy

Chelmsford Bookkeeping Solutions Ltd (**We**) are committed to protecting and respecting your privacy.

This policy (together with our [Terms of Use](#) and any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our policy and practices regarding your personal data and how we will treat it. By visiting our digital services you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998, the data controller is Chelmsford Bookkeeping Solutions Limited and our Data Security Compliance Manager is our nominated person for data protection.

### 3.2. How do we collect information?

We obtain personal information from you when you engage our services.

### 3.3. What information do we collect?

The personal information we collect might include name, date of birth, email address, postal address, telephone number, proof of identity (copy of passport) and bank account details..

### 3.4. How do we use this information?

We will use your personal information for the purpose of providing you with the services, products or information you have requested

### 3.5. Your choices

You have a choice about whether you want to receive information about our services. We will not use your personal information for marketing purposes or share your information with any third party if you have indicated that you do not wish to be contacted in this manner.

### 3.6. How do we protect your personal information?

We take appropriate measures to safeguard personal information that is disclosed to us and keep it secure, accurate and up to date.

### 3.7. Will we disclose the information we collect to outside parties?

As indicated above, we may pass your information to our service providers, agents and associated organisations for the purpose of completing tasks and providing services to you.

We may also need to disclose your information if required by law (for example to government bodies and law enforcement agencies) or if we have your permission to do so.

### 3.8. Your consent

By providing us with your personal data, including any sensitive personal data, you consent to the collection and use of this information in accordance with the purposes described above and this privacy policy.

You consent to us using your information to send you communications by electronic means, including by SMS, email and telephone.

### 3.9. Right of access

If you have provided us with your personal information, you have the right to ask for a copy of the information we hold about you – this is known as a Subject Access Request. You may also request to have any inaccuracies in your information corrected by writing to us.

### 3.11. Changes

If your personal details change, please help us to keep your information up to date by notifying us.

We may change the terms of this Privacy Policy from time to time. By continuing to use our services any changes will be deemed to have been accepted by you.

Any changes we may make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our Privacy Policy.

### 3.12. Monitoring of telephone calls

Your telephone calls to us may be recorded and monitored for quality control purposes.

### 3.13. Last update

This Privacy Policy (Version 1) was last updated on 09 May 2018