

## Armet Accounting Ltd – Privacy Policy

*Last Updated January 2018*

This website is operated by Armet Accounting Ltd, a limited company registered in Scotland, number SC572081.

Armet Accounting Ltd is fully committed to handling personal information in accordance with data protection legislation and best data protection practices. This means that your personal information will be:

- Processed lawfully, fairly, and in a transparent manner.
- Collected for specified, explicit and legitimate purposes.
- Only collected so far as required for our lawful purposes.
- As accurate and up to date as possible.
- Retained for a reasonable period of time, in accordance with retention policies.
- Processed in a manner which ensures an appropriate level of security.

### **The type of information we collect from users**

Like most organisations that handle personal information, there are various ways in which Armet Accounting Ltd collects information from the people we deal with.

- Email and written correspondence.
- Telephone discussions.
- Visitors to the website.
- Social media.
- Direct contact at our premises and elsewhere.

In nearly all instances, it should be obvious to you that Armet Accounting Ltd is collecting your personal data.

### **Uses of collected information**

We will use your personal data only for the purpose for which it was collected, unless we obtain your specific consent to other uses, or unless otherwise required or permitted by law or professional standards. For example, if you send us an email message requesting information about Armet Accounting Ltd we will use your email address and other information you supply to respond to your request.

We may share personal data that you submit to us via this website to suppliers or subcontractors working on our behalf in accordance with our data protection obligations.

We do not disclose your personal data to third parties (excluding those identified above) except as required and permitted by applicable law. We may add your personal data to our client database which we use to develop our relationship with current and prospective contacts.

## **Data security and storage**

Armet Accounting Ltd has appropriate technical and organisational security policies and procedures in place to protect personal data and information from loss, misuse, alteration, or destruction.

Additionally, we ensure that access to your personal data is limited to those who need to access it. Those individuals who have access to the data are required to maintain the confidentiality of such information.

Please be aware that the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data which is transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We use reasonable efforts to retain personal data collected from you only for so long as we need such data in accordance with the purpose for which it was collected or until we are requested to delete it (if earlier).

## **Access to collected information**

You have the right to request a copy of personal data that we keep about you, to have any inaccurate information about you corrected, to have your data deleted or to ask us to stop using your data. If you wish to make such a request or you are concerned that any of the information we possess about you is incorrect, please contact us at [laura.arbuckle@armetaccounting.co.uk](mailto:laura.arbuckle@armetaccounting.co.uk). If you are still not satisfied, you're entitled to report a concern to the ICO.

## **Provision of professional services**

Armet Accounting Ltd will also often receive personal information in the course of providing services to private individuals, employers and businesses with personal customers. Our engagement letter and terms of business govern our relationship with clients, including what we may do with personal data that is provided to us.

## **Changes to this policy**

Armet Accounting Ltd keeps this Privacy Statement under regular review and may modify or amend it from time to time at our discretion. If we make changes, the revised Privacy Statement will apply to you and your information from that date.

## **Contacting Us**

If you have questions, comments or complaints about our handling or protection of your personal data, please contact us at [laura.arbuckle@armetaccounting.co.uk](mailto:laura.arbuckle@armetaccounting.co.uk)