



FARRELL & FARRELL  
CHARTERED ACCOUNTANTS

# Privacy Policy

Farrell & Farrell is committed to ensuring the privacy of its clients and personnel and takes appropriate security measures to safeguard the transfer and storage of personal data. This privacy notice explains how Farrell & Farrell may use any personal information we collect about you.

### What is personal data?

Personal data refers to any recorded information we hold about you, clients and contacts from which the relevant person can be identified. In many situations, you will provide us with your personal data when you engage Farrell & Farrell as your accountant and tax adviser. The information given will include your name, address and contact details, date of birth and National Insurance number.

### What regulations cover the processing of your personal data?

We are obliged to comply with the General Data Protection Regulations when processing any personal data.

### Why do we need to collect and use your personal data?

The legal bases that we intend to use for the processing of your data are for compliance with legal obligations and for the performance of our contract with you. The information that we collect about you is essential for us to be able to carry out the services that you require from us effectively. If you do not provide the information that we request, we may not be able to provide professional services to you.

### How will we use your personal data?

We use your personal data in order to manage and administer your Accounting, Tax and business services requirements. We take all reasonable security measures in order to protect your personal data, complying with the requirements of GDPR and Chartered Accountants Ireland (our governing professional body).

We will not pass your data to any third party marketing companies.

### Sharing information:

We will keep information about you confidential however there may be times when we are required to share your data with third parties. Your information will be disclosed to some, if not all, of the following third parties: HMRC, pension providers, any third parties with whom you require or permit us to correspond, sub-contractors, tax insurance providers, insurers, Chartered Accountants Ireland.

If the law allows or requires us to do so, we may share your personal data with:

- the police and law enforcement agencies
- courts and tribunals
- the Information Commissioner's Office ("ICO")

We may need to share your personal data with the third parties identified above in order to comply with our legal obligations, including our legal obligations to you. If you ask us

not to share your personal data with such third parties we may need to cease to act.

### Your rights:

GDPR allows the data subject (the person to whom the data refers) certain rights in order to ensure that the data held on you is accurate and being processed in accordance with legislation. In some instances it allows for you to request the deletion of such data from our systems.

You have the right to:

- Request access to any personal data we hold about you by making a Subject Access Request (SAR).
- Restrict the processing of your data where you contest the accuracy of the data, believe the processing of data is unlawful or object to the processing of the data until you are satisfied with the legitimate grounds for us doing so.
- Ask to have inaccurate data held about you amended without undue delay.
- Object to processing data that is likely to cause unwarranted substantial damage or distress to you or anyone else.
- Object to any decision that significantly affects you being taken solely by a computer or other automated process.
- Request for data held about you to be forgotten (deleted) where it is not required to be held for legal or regulatory purposes.
- Move, copy or transfer your personal data easily from one IT environment to another under the right to data portability.

If you would like to instigate any of your rights, you should contact our offices.

### How long do we keep this information about you?

We will not keep your personal data for longer than is necessary. This means that data will be destroyed or erased from our systems when it is no longer required. We are subject to regulatory requirements to retain data for specified minimum periods.

### Complaints:

If you are not happy with our GDPR compliance, or you think we have not complied with the GDPR in some other way, you can complain to us at: [info@farrellca.com](mailto:info@farrellca.com).

If you are not happy with our response, you have a right to lodge a complaint with the ICO ([www.ico.org.uk](http://www.ico.org.uk)).

### Policy changes:

This policy is subject to ongoing review in order to ensure we remain compliant with GDPR and maintain the security of your personal data. We reserve the right to update or amend this policy. The policy will be available on our website [www.farrellca.com](http://www.farrellca.com).