



Client Data Protection Statement

Introduction

In the course of acting for you, we will receive information relating to you, your employees and your associates ("personal information").

This statement sets out the purposes for which personal information will be processed by the Cambridge Accounting Ltd (the "Firm").

How the Firm will use personal information

Where we request personal information to identify you for compliance with UK Anti-Money Laundering Regulations, we shall process such information only for the purposes of preventing money laundering or terrorist financing, or as otherwise set out in this statement or permitted by law including the Data Protection Act 2018 and the General Data Protection Regulation.

We shall use personal information and share it with our partners, staff and consultants for the purpose of providing services to you. We shall also use and disclose personal information so far as required to carry out your instructions.

Where we process personal information for you

We may process personal information for you when we provide services to you. We would then be acting as a "data processor" for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation. Where we act as your data processor we shall process personal information solely for the purpose of providing services to you or otherwise in accordance with your instructions; we shall have in place technical and organisational security measures which shall be of a standard generally observed in the legal profession, including measures which guard against unauthorized or unlawful access to, or alteration, disclosure or destruction of personal information and against accidental loss or destruction of or damage to personal information.

You confirm that you are authorised to provide to us the personal information which we shall process on your behalf.

Disclosure of personal information

Save as described in this statement, personal information will be retained by us and will not be sold, transferred or otherwise disclosed to any third party, unless such



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disclosure is required by law or court order. We will retain data in line with our legal obligations. Data obtained from you for our compliance with UK anti-money laundering regulations will be retained for a period of five years following the termination of our business relationship. All other personal data will be retained for a period of seven years following the termination of our business relationship.

Your rights

Under the General Data Protection Regulation, you are entitled to request a copy of the information we hold about you and if the details are inaccurate, you may request that we amend them. You further have the right to the erasure of the personal data we hold on you or to restrict or object to the processing of the personal data. You have the additional right of data portability. Where you have consented to us processing your personal data, you have the right to withdraw consent at any time. You should exercise these rights by writing to us at 25 Sutton Road, Witchford, Ely, Cambridgeshire, CB6 2HX.

We charge a fee for responding to such requests in line with the Data Protection Act and the General Data Protection Regulation.

Changes to this statement

We may change this statement from time to time and the current version will always be available from us in hard copy or on our website.