

Business Privacy Policy – Hilary Wardell, Proprietor of Professional-Tax

This privacy policy sets out how Hilary Wardell of Professional-Tax, uses and protects any information that you give when you use the website or its services.

Hilary Wardell of Professional-Tax is committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified; you can be assured that it will only be used in accordance with this privacy statement and engagement letter. Information you provide, for contracted services will only be used for these purposes, stored securely and not shared with anyone else.

Hilary Wardell of Professional-Tax may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

What I use

I may use the following information:

- Name and personal details
- Contact information including email address
- Financial Data

What I do with the information

This information will only be used when a specific request is made by you to be contacted or when services are under contract as per engagement.

Security

I am committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, I have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information I receive online or physically. Any information will only be held on file if you then use my services and give written consent, as per engagement letter. Any systems I use have been verified as GDPR Compliant.

Cookies

The website does not use tracking cookies to gather information.

Links to other websites

The website contains links to other websites of interest. However, once you have used these links to leave my site, you should note that I do not have any control over that other website. Therefore, I cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

I will not sell, distribute or lease your personal information to anyone. You may request details of personal information which I hold about you under the GDPR regulations. If you would like a copy of the information held on you please write to the contact address on the website. Individuals asking for access to the data held will be serviced within 40 days of the request and will be free of charge.

Records are kept for 7 years to comply with statutory legislation and any erasure will be in line with regulations. A disengagement letter will be sent out to all former clients who leave after the 25th May 2018, to explain to them the procedures for storing and deleting their data.

If you believe that any information being held is incorrect or incomplete, please write to or email me as soon as possible, at the above address. I will promptly correct any information found to be incorrect.