GPW Accountancy Ltd Privacy Policy

GPW Accountancy Ltd is committed to ensuring that your privacy is protected.

Under the UK Data Protection Act 1998 we follow strict procedures in the storage and disclosure of information provided to us to prevent unauthorised access.

If you have any reason to believe that any part of our data protection process is not secure then please email us immediately at <u>graham@gpwaccountancy.co.uk</u>

Our privacy commitments

We commit to keep all information provided to us, in whatever format, completely confidential.

We commit to not sharing any information we have collected with any other organisations or individuals, unless required to do so by law.

We commit that employees and contractors we specifically employ will only have access to personal information necessary to perform their duties, and are strictly prohibited from any other use of this data.

What we use the data we collect for

By providing your contact details, in whatever form, you agree to be added to our mailing list.

Periodically we may use this data to inform you of updates and news we feel are of relevance to you.

If you do not wish to receive these updates please let us know by contacting us.

All emails sent to a mailing list will give you the option to unsubscribe from that mailing list.

Information request

You may request details of any personal information that GPW Accountancy Ltd holds about you under the Data Protection Act 1998.

All requests should be made in writing to our registered office:

GPW Accountancy Ltd 74 Evelyn Road Otford Sevenoaks Kent TN14 5PU

Changes to this policy

Any changes to this policy will be updated on this page. We therefore recommend that you regularly check this page to ensure you are happy with any changes that may have been made.

This policy was last updated 13 September 2023.