

Wylie & Bisset Privacy Notice

Introduction

Wylie & Bisset, a registered limited liability partnership (Ref: SO301911), with its registered office at 168 Bath Street, Glasgow, G2 4TP, is a data controller and is registered with the Information Commissioner (Ref: Z2617403).

In order to meet the principles of GDPR (2018), we commit to the following:

- Data is processed lawfully, fairly and transparently
- Data is processed for specific, explicit and legitimate purposes
- Processing is adequate, relevant and limited to the purposes set out
- Data is accurate and current
- Data is kept for no longer than necessary
- Data is held securely.

The rest of this document details our approach.

What we need

Wylie & Bisset is the 'Data Controller' and "Data Processor". This means we accept accountability and responsibility for personal information provided to us by you. We only collect basic personal data about you which does not include any special sensitive types of information or location based information. This does however include:

- Name
- Address
- Email
- Telephone Number
- Enquiry Details
- Bank Details
- Financial Information

Why we need it

We need to know your basic personal data in order to provide the services which we are contracted to provide or which you are enquiring about. We will not collect any personal data from you which we do not need in order to provide and oversee these services to you. The purposes for processing include:

- delivering services and meeting legal responsibilities
- verifying identity where this is required
- communication by post, email or telephone
- understanding needs and how they may be met
- maintaining records
- processing financial transactions
- prevention and detection of crime, fraud or corruption

What we do with it

All personal data is processed by our staff in the UK. However, for the purposes of IT hosting and maintenance, this information is located on servers within the European Union. No Third Parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

How long we keep it

We are required under UK law to keep your basic personal data (name, address, contact details) for a minimum of:

- Personal Tax – 6 years from the 31 January following the end of the tax year
- Corporate Tax – 6 years from the end of the company financial year to which it relates
- Audit – 6 years from the date of signing of the audit report for the financial year to which it relates
- Accounts – 7 years
- Payroll - 7 years
- Bankruptcy Details - 10 years.

After this time, data will be securely destroyed, unless there is a legal requirement to keep the data.

Information which we use for marketing purposes will be held with us only if you notify us that you wish to receive relevant information.

If, at any point, you believe the information we process on you is incorrect, you have the right to request to see this information and have it corrected or deleted. You also have the right to transfer your information or restrict its use.

What are your rights?

We have appointed a Data Protection Officer who has overall day to day responsibility for the processing of personal data. The current Data Protection Officer is Allan O'Hagan, IT Director, allan.ohagan@wyliebisset.com, 0141 566 7000.

If you have any questions at all about this privacy notice or would like more information about any of the topics covered in it, please contact the Data Protection Officer, dpo@wyliebisset.com

You have a right to complain to the Information Commissioner's Office if you think that there is a problem with how we are handling your data, contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone – 0303 123 1113 (local rate) or 01625 545 745



Website – <https://ico.org.uk/concerns>

This policy may change from time to time so please check back regularly.