

Data Processing

This Schedule 15 includes certain details of the Processing of Customer Personal Data as required by Article 28(3) of the GDPR.

1. SUBJECT MATTER AND DURATION OF THE PROCESSING OF CLIENT PERSONAL DATA

The subject matter and duration of the processing of the client personal data are set out in the engagement letter between us.

2. THE NATURE AND PURPOSE OF THE PROCESSING OF CLIENT PERSONAL DATA

The nature of processing client data will include some or all of the following, subject to the terms set out in the engagement letter between us:

- Completing and filing individual tax returns
- Completing accounts
- Bookkeeping
- Completing VAT Returns
- Processing payroll and filing appropriate returns
- Completing and filing Benefits in Kind returns

The purpose of processing this data will be to enable you or the company you represent to meet your obligations with regard to tax, employment and company law.

3. THE TYPES OF CLIENT PERSONAL DATA TO BE PROCESSED

- Full name
- Date of birth
- Nationality
- National insurance number
- Sex
- Address
- Marital status

4. THE CATEGORIES OF DATA SUBJECT TO WHOM THE CLIENT PERSONAL DATA RELATES

The categories of data subject below will require different levels of detail of personal data dependent on the terms of the engagement letter between us:

- Employees
- Customers
- Suppliers
- Directors
- Proprietors/partners

5. YOUR OBLIGATIONS AND RIGHTS

Your obligations and rights are set out in the engagement letter between us.