



GDPR Privacy Notice

Introduction

The EU General Data Protection Regulation (GDPR) was adopted in April 2016 and will take effect across the European Union (EU) on 25 May 2018, when it supersedes the 28 current national data protection laws based on the 1995 Data Protection Directive (DPD).

Introduced to keep pace with the modern digital landscape, the purpose of the new Regulation is twofold:

1. To improve consumer confidence in organisations that hold and process their personal data by reinforcing their privacy and security rights consistently across the EU, and
2. To simplify the free flow of personal data in the EU through a coherent and consistent data protection framework across the member states.

GDPR will replace the UK's Data Protection Act 1998 (DPA 98). It will apply to all EEA countries and any individual or organisations trading with them. GDPR comes into force on 25 May 2018, before the UK leaves the EU, therefore UK individuals & organisations must ensure compliance.

A new UK Data Protection Act (currently the Bill is going through Parliament) will incorporate all of the GDPR as well introducing some new provisions. This is so the UK will be GDPR compliant post Brexit.

Our Commitment

Evans & Partners believe that privacy and data security are very important and are working hard on ensuring compliance in all areas of our business.

A Summary of our Obligations

We must:

- Only collect information that we need for specific, lawful purposes
- Process the information fairly and lawfully
- Ensure the information is relevant and up to date
- Only hold as much information as we need, and only for as long as we need it
- Allow the subject of the information to see the information on request
- Keep the information secure

Lawful Basis for Processing

Evans & Partners must have one or more valid Lawful Bases in order to process personal data. By instructing Evans & Partners to act on your behalf, you are entering into an agreement which gives Evans & Partners a legitimate basis to process your data, in line with GDPR requirements, the Lawful Bases being:

- **Contract**
- **Legal Obligation**
- **Legitimate Interests**

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In order to keep you up to date with helpful tips, events and exciting news, we will need your explicit consent to send you marketing information.

- **Consent** Evans & Partners require clients to give their explicit consent to process data for marketing purposes.

Purpose of Processing

Evans & Partners process information in order to provide financial, accounting and business advice services to clients.

There are two types of information:

- Client Data: personal data received from clients in relation to professional engagements and practice.
- Firm Data: personal data held by Evans & Partners in relation to its own management, employees and affairs generally, including marketing databases.

Personal data includes:

- Names, contact details, bank account details, email addresses, National Insurance, passport, driving licence or other Anti Money Laundering ID, payroll and PAYE numbers, VAT numbers, UTR, passwords, login details.
- Evans & Partners will not collect, store or process data which is categorised as sensitive under GDPR

Information Security Review

Evans & Partners are performing a data audit in order to map the use of data from being received, where it is held, and the purpose of the data. We continue to evaluate potential threats regarding data hackers and scammers, using a number of technical and organisational measures to ensure the safety of your information.

Our practice systems are managed and run in the UK and protected by secure two factor authentication, requiring users to log in with a password and a code created by a device. We do not need to store data locally on machines and data is kept in one place. Paper based information is put in special bins for secure shredding.

Your rights

Under GDPR you have the right to see data we hold about you, and also the right to request that it is fully deleted from our system (although we may be required to keep some records to ensure that you are not contacted in future, or to comply with any legal obligations).

Further Information

The Information Commissioner's Office (ICO) gives information about all matters regarding GDPR. You will find it at <https://ico.org.uk/for-organisations/data-protection-reform>.

Evans & Partners are registered with the ICO under reference Z5316050.

Contact Us

Finally, you can contact us by emailing client.service@evanspartners.co.uk if you have any further queries about Evans & Partners regarding GDPR.

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