



BSG Valentine - Privacy Notice

Introduction and background

The purpose of this policy is to outline how BSG Valentine has established measures to protect your privacy and information rights.

Your rights

We recognize that you have rights as a 'data subject', and that we have an obligation to uphold these.

This privacy notice aims to outline how we maintain these rights. In particular, it outlines:

- How we collect and process your information
- Why we do this
- How you can exercise your rights in respect of your personal data
- Who to contact in the event you are unhappy with our collection, storage and processing of your personal data.

Your information rights

Right	Explanation
Right to be informed	This encompasses the obligation for us to be transparent in how we collect and use your personal data.
Right of access	You have the right to access your personal data and supplementary information.
Right to rectification	If the information we hold on you is inaccurate or incomplete, you can request we correct this.
Right to erasure	You can request we delete or remove personal data where there is no compelling reason for us to continue processing.
Right to restrict processing	You have the right to request we cease processing your data, if: <ul style="list-style-type: none"> • You consider it inaccurate or incomplete; • Where you object to processing and we are considering whether we still have a legitimate

	<p>interest to process it.</p> <ul style="list-style-type: none"> • Where we don't need the data for the original reason we collected it.
Right to data portability	<ul style="list-style-type: none"> • Where you have consented to our processing your data, or where the processing is necessary for us to deliver a contract, you can request a copy of that data be provided to a third party in electronic form.
Right to object	<p>You have the right to object to our processing under certain circumstances. For example, you can object to:</p> <ul style="list-style-type: none"> • direct marketing (including profiling); and • processing for purposes of scientific/historical research and statistics

This privacy notice outlines our transparency when processing your data. Please get in touch with us to find out more or to exercise your information rights – please see contact details at the end of this document.

Information we collect

Please find below a summary of the information we collect and how we use this to deliver services to you.

Information we collect	Why we collect this	How we process this
Personal and financial information regarding our clients, which is submitted to us directly by clients or their agents.	Fulfilling our contractual obligations with clients, which includes accountancy, tax and related services	We process this data electronically and manually in order to deliver services to our clients, and in line with our data retention and disposal policy.
Data regarding client's personal identity and proof of address.	To comply with Money Laundering Regulations	We process this data internally to fulfill regulatory requirements and data is held in line with our data retention policy.

Current and former employees and candidates for employment	To fulfil general HR and finance administration including payroll and benefits and for any legitimate purpose and as permitted by other laws and regulation.	We process this data internally and data is held in line with our data retention policy.
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Transfer of data

We may share/process personal information with carefully selected third parties based outside the EEA (e.g. WhatsApp, Microsoft) for the purposes of communicating with clients, or to provide contracted services. We ensure that third parties which we share your personal data with are GDPR compliant.

Retention of data

BSG Valentine has a documented data retention policy which governs how long we hold your personal data for. This is in line with our legal and regulatory requirement and as protection from future litigations.

You can request a copy of our data retention policy. If you object to this retention, please contact us – details provided in the ‘Contact Details’ section.

Securing your information

We have a number of technological and physical security measures to protect your personal data and to keep your information secure at all times. This is in line with industry standards and best practice.

BSG Valentine follows the guidelines set out in the Cyber Essentials Scheme.

Use of cookies

A cookie is a small text file written to your hard drive that contains information about you.

Cookies do not contain any personal information about users. The website provider (PracticeWEB) uses cookies to personalize your experience of the Website. Most web browsers allow you to control how cookies are accepted by adjusting your web browsers settings. If you set up your browser to reject the cookie, you may still use the Website.

Services delivered via the website such as video or embedded content from external providers may also place cookies on your machine (computer). Please refer to our website for additional information regarding our Cookie Policy.

Third party cookies

If this site has code from a Third Party site, the Third Party site may set Third Party cookies on your computer:

- if the page with the code is viewed, e.g. Google Analytics, YouTube
- if you click the link to the Third Party site e.g. Facebook, Twitter, Google +1, LinkedIn, Vimeo, AddThis, Asset.tv.

The intrusion level of Third Party cookies varies and you should check their Privacy Policies for more details.

Contact details

We recognize that you may have questions on how we process and/or store your data. Alternatively you may want to change the data we hold on you or how we communicate with you in the future.

If you have given us consent for to process your data, you are free to withdraw consent at any time. To let us know this is the case, please contact Melissa Butler, Data Compliance Officer at mgb@bsgvalentine.com.

If you have any questions in respect of this notice, or would like to exercise your rights as a data subject (to correct data or to exercise your right to access):

- BSG Valentine, as data controller, can be contacted at: info@bsgvalentine.com
- Melissa Butler is the Data Compliance Officer for BSG Valentine and can be contacted at mgb@bsgvalentine.com

If you are unhappy with the way in which we have responded to your query, or if you have a further complaint, you can contract The Information Commissioner’s Office via www.ico.org.uk.