



Welcome to our website. Here are a few things you need to know about our Disclaimer and Privacy Policy before we go any further.

Disclaimer

By using this website, users agree to accept the application of English law to govern matters between RMH Associates and themselves. Please read the following sections in our Disclaimer as they will explain what liabilities have been excluded by RMH Associates, and advise as to the accuracy and content of the website.

Excluded Liabilities

With respect to the information available on this site, RMH Associates expressly excludes all warranties (express or implied) and representations, except those made fraudulently, to the fullest extent permissible by law. RMH Associates makes no representations about the materials in this site, or any sites linked to this site. In no event will RMH Associates be liable for any damages, including without limitation direct or indirect, special, incidental or consequential damages, lost profits, or other losses or expenses arising in connection with this site or use thereof, or inability to use by any party, or in connection with any failure of performance, error, omission, interruption, defect, delay in operation or transmission, computer virus or line or system failure, even if RMH Associates, or a representative thereof, is advised of the possibility of such damages, losses or expenses. Links to other Internet resources are at your own risk. Notwithstanding the above exclusions, nothing in this paragraph will limit RMH Associates' liability for death and personal injury.

Accuracy of the website's content

In preparing this site we have endeavoured to offer current, correct and clearly expressed information. However, since inadvertent errors can occur and since relevant laws and regulations often change, the information may be neither current nor accurate. Further, the information contained on this site is intended to provide general guidance on matters of interest. The content accuracy, opinions expressed and other links provided by these resources are not investigated, verified, monitored or endorsed by RMH Associates. The information on this site does not constitute a comprehensive or complete statement of the issues discussed. No action should be taken or omitted to be taken in reliance upon information on this site. Users should obtain specific professional advice concerning specific matters.

Advice and the content of the website

Through this site RMH Associates offers only the medium to facilitate users access to advice and information offered by third parties. The content, accuracy, opinions expressed and other links provided by these third parties are not investigated, verified, monitored or endorsed by RMH

Associates and accordingly RMH Associates expressly excludes any representation or warranty (express or implied) in relation to such matters to the fullest extent possible.

PRIVACY NOTICE

RMH Associates takes the privacy of your information very seriously. Please read the following Notice as it will explain how your data will be collected, used and kept safe. If you do not agree with any of the Notice you should not continue to use the website or provide any information to RMH Associates. By using the website and/or the services provided by RMH Associates you are agreeing to be bound by this policy.

1. PURPOSE OF THIS NOTICE

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act [1998 or 2018] and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

2. ABOUT US

Saxon Business & Accountancy Services Ltd ("RMH Associates", "we", "us", "our" and "ours") is a firm that provides bookkeeping, payroll, accountancy, business and tax services & support. We are registered in England and Wales as a limited company under number: 05947354 and our registered office is at 4 Tailby Drive, Willington Derbyshire DE65 6YB. **RMH Associates** is the trading name of Saxon Business & Accountancy Services Ltd

For the purpose of the Data Protection Legislation and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

We have appointed a data protection manager. Our data protection manager is our Data Protection Point of Contact and is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact our Data Protection Point of Contact you can do so using the contact details noted at paragraph 12 (Contact Us), below.

3. HOW WE MAY COLLECT YOUR PERSONAL DATA

This website does not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by this site, or indeed any other website, you can do this through your browser settings. The Help function within your browser should tell you how.

Alternatively, you may wish to visit www.aboutcookies.org which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual. Please be aware that restricting cookies may impact on the functionality of the website.

Certain non-personal data will be collected, such as the identity of your internet browser, the type of operating system you use, your IP address and the domain name of your internet service provider.

Personally identifiable information will also be collected on occasion but only when you voluntarily and knowingly provide it. Such data could include your name, address and gender, information relating to your occupation and employer and details about your salary, income, tax liabilities and bank statements. This list is not exhaustive as other personal data may be submitted either via the website or provided to RMH Associates during the provision of its professional services. (See below for how the data is to be used). We obtain personal data about you, for example, when:

- you request a proposal from us in respect of the services we provide;
- you or your employer or our clients engages us to provide our services and also during the provision of those services;
- you contact us by email, telephone, post and face to face meetings (for example when you have a query about our services or provide us with information we require to provide our services); or
- from third parties and/or publicly available resources (for example, from your employer, HM Revenue & Customs, Companies House or from other professional advisors or financial institutions, such as banks and solicitors).

4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

The information we hold about you may include the following:

- your personal details (such as your name and/or address);
- details of contact we have had with you in relation to the provision, or the proposed provision, of our services;
- details of any services you have received from us;
- our correspondence and communications with you;
- information about any complaints and enquiries you make to us;
- Information we receive from other sources, such as publicly available information, information provided by your employer or our clients or information from HM Revenue & Customs, Companies House, or financial institutions, or other professional advisors. This may, depending on the services we provide to you, include for example, details of your bank, pensions, employments, businesses, investments, assets, liabilities, income, gains, benefits in kind, expenditure, tax & National Insurance, family members, contracts, future plans and specific identifiers such as your tax reference or National Insurance reference.

5. HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU

We may process your personal data for purposes necessary for the performance of our contract with you, or your employer, or our clients and to comply with our legal obligations.

We may process your personal data for the purposes necessary for the performance of our contract with our clients. This may include processing your personal data where you are an employee, subcontractor, supplier or customer of our client.

We may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This includes processing for business development, administration, statistical and management purposes.

We may process your personal data for certain additional purposes with your consent and in these limited circumstances where your consent is required for the processing of your personal data then you have the right to withdraw your consent to processing for such specific purposes.

Please note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data.

Situations in which we will use your personal data

We may use your personal data in order to:

- carry out our obligations arising from any agreements entered into between you or your employer or our clients and us (which will most usually be for the provision of our services);
- carry out our obligations arising from any agreements entered into between our clients and us (which will most usually be for the provision of our services) where you may be a subcontractor, supplier or customer of our client;
- provide you with information related to our services and our events and activities that you request from us or which we feel may interest you, provided you have consented to be contacted for such purposes;
- seek your thoughts and opinions on the services we provide; and
- notify you about any changes to our services.

In some circumstances we may anonymise or pseudonymise the personal data so that it can no longer be associated with you, in which case we may use it without further notice to you. An example would be where a tax return resulted in a software error message that meant it could not be filed with HMRC. An anonymized copy of the return may need to be sent to the software provider to investigate the reason for the error message and failure to file.

If you refuse to provide us with certain information when requested, we may not be able to perform the contract we have entered into with you. Alternatively, we may be unable to comply with our legal or regulatory obligations.

We may also process your personal data without your knowledge or consent, in accordance with this notice, where we are legally required or permitted to do so.

Data retention

We will only retain your personal data for as long as is necessary to fulfill the purposes for which it is collected.

When assessing what retention period is appropriate for your personal data, we take into consideration:

- the requirements of our business and the services provided;
- any statutory or legal obligations;
- the purposes for which we originally collected the personal data;
- the lawful grounds on which we based our processing;
- the types of personal data we have collected;
- the amount and categories of your personal data; and
- whether the purpose of the processing could reasonably be fulfilled by other means.

Change of purpose

Where we need to use your personal data for another reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose.

Should it be necessary to use your personal data for a new purpose, we will notify you and communicate the legal basis which allows us to do so before starting any new processing.

6. DATA SHARING

Why might you share my personal data with third parties?

We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us, or where we have another legitimate interest in doing so.

Which third-party service providers process my personal data?

“Third parties” includes third-party service providers. The following activities are carried out by third-party service providers: IT and cloud services, professional advisory services, administration services and banking services.

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

What about other third parties?

We may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal data with a regulator or to otherwise comply with the law.

7. TRANSFERRING PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

We will not transfer the personal data we collect about you outside of the EEA.

8. DATA SECURITY

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure. Although RMH Associates strives to protect your personal information, we cannot ensure or warrant the security of any information you may transmit to us or from our online

products and services. This is done so at your own risk. Once we do receive your transmission, however, we will make our best effort to ensure its security on our systems.

Please remember that any information posted on bulletin boards becomes public information. You should use caution when sharing information as any of it can be collected and used by people you may not know. While RMH Associates strives to protect and respect your privacy, we cannot guarantee the security of any information you disclose in a chat room or bulletin board and you do so at your own risk.

Links to the websites operated by other third parties may be provided for your convenience. Again, RMH Associates cannot be responsible for the content of these sites or how data is collected or processed and it is recommended that you review the privacy policy of the applicable third-party website.

9. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

At RMH Associates we are fully aware that personal information can change and it is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully.
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. We do not process your personal information for direct marketing purposes, although you have the right to object were we to do so.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email our data protection point of contact dpp@rmhassociates.co.uk.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

10. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to direct marketing that you have indicated you would like to receive from us), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email our data protection point of contact dpp@rmhassociates.co.uk.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

11. CHANGES TO THIS NOTICE

Any changes we may make to our privacy notice in the future will be updated on our website at: www.rmhassociates.co.uk.

This privacy notice was last updated on 12/03/2020.

12. CONTACT US

If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data, please email our *Data Protection Point of Contact (our Data Protection Manager)* dpp@rmhassociates.co.uk or telephone our *Data Protection Point of Contact (our Data Protection Manager)* on 01283 701645.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's 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>