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# **BiGGAR Economics**

## Privacy Policy

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Version 1.4

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### **BiGGAR Economics**

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## **1 INTRODUCTION**

This privacy notice sets out the basis on which BiGGAR Economics gather and processes your personal information in compliance with the relevant data protection regulation and laws.

It will provide you with the necessary information regarding your rights and our obligations, and explain how, why and when we process your personal data. By visiting [www.biggareconomics.co.uk](http://www.biggareconomics.co.uk) and by providing personal data to us, you are accepting and consenting to the practices described in this policy.

### **1.1 Who We Are**

BiGGAR Economics are committed to protecting and respecting your privacy.

The registered office for BiGGAR Economics's is Pentlands Science Park, Bush Loan, Penicuik, Midlothian, EH26 0PZ. We are a company registered in Scotland under company number 253093.

For the purpose of the Data Protection Act 1988, BiGGAR Economics act as the data controller when processing your data. Our designated Data Protection Officer/Appointed Person is Aileen Hamilton, who can be contacted at BiGGAR Economics, Pentlands Science Park, Bush Loan, Penicuik, Midlothian EH26 0PZ.

### **1.2 Information That We May Collect From You**

BiGGAR Economics processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

### **1.3 Information You May Give Us**

This may arise from you filling in forms on our website [www.biggareconomics.co.uk](http://www.biggareconomics.co.uk) (our site) or by corresponding with us by telephone, e-mail or otherwise. This includes information you provide through the website when looking at employment opportunities, such as your CV and covering letter, or if you report a problem to us through our website. The information you give us may include your name, date of birth, business address, home address, business e-mail, personal e-mail, business telephone number, home telephone number, mobile telephone number and financial details.

### **1.4 How We Use Your Personal Data**

BiGGAR Economics takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with economic professional service and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below:

- we collect your personal data to provide our services and to ensure that projects are completed and can be sent out to your preferred address;
- we collect and store your personal data as part of our legal obligation for business accounting and tax purposes; and
- we will occasionally send you marketing information where we have assessed that it is beneficial to you as a client and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests.

### **1.5 Your Rights**

You have the right to access any personal information that BiGGAR Economics processes about you and to request information about:

- what personal data we hold about you;
- the purposes of the processing;
- the categories of personal data concerned;
- the recipients to whom the personal data has/will be disclosed;
- how long we intend to store your personal data for; and
- if we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request that we erase or restrict processing of your personal data (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **1.6 Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. BiGGAR Economics uses accountants to provide services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

## **1.7 Safeguarding Measures**

BiGGAR Economics takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including restricted access, IT authentication, firewalls, anti-virus/malware, encryptions and personal paper files kept under lock and key.

## **1.8 Consequences of Not Providing Your Data**

You are not obliged to provide your personal information to BiGGAR Economics, however, as this information is required in order to provide you with our services, we will not be able to offer some/all our services without it.

## **1.9 How Long We Keep Your Data For**

BiGGAR Economics only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.