



Privacy Policy

Purpose

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.

About us

Engaged Consulting Limited ("Engaged Consulting") is an accountancy and tax advisory firm. We are registered in England and Wales as a limited liability company under number: 09093595 and our registered office is at 71-75 Shelton Street, London WC2H 9JQ. Our services are designed to be business to business or equivalent.

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 Officer. Our Data Protection Officer 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 below.

How we may collect your personal data

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 or social media (for example when you have a query about our services); or
- From third parties and/or publicly available sources or resources.

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 from research, surveys, and marketing activities;
- Information we receive from other sources, such as publicly available information, information provided by your employer OR our clients.

Website privacy and cookies

We may monitor the number of clicks on our website, and how you arrived at the page, using general commercially available tools. We do not require email addresses from website visitors. If you don't directly contact us to share your details, we won't get them from you having visited our website.

We use cookies on our website, but you can disable these in your browser if you wish.

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 marketing, business development, 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.

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 fulfil 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.

Data Sharing

The data that we hold will not be shared with any third parties for marketing purposes. We do not sell the data we hold to any other organisation.

Your information and any advice we provide is held in the strictest confidence. We only use mainstream software and we use the most secure login options available to us.

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. These could include third-party service providers of IT and cloud services, professional advisory services, administration services, marketing 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.

Where your data is stored

We only use mainstream software packages and cloud services, and these are kept up to date with all the latest updates and patches.

Confidentiality and security of your personal information

We are committed to keeping the personal information you provide to us secure and we will take reasonable precautions to protect your personal information from loss, misuse or alteration.

Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect any changes in applicable law or regulatory requirements, or to reflect any changes to our use of your personal information. We encourage you to review this Privacy Policy periodically to be informed of how we use your personal information.

How to contact us

If you want to know what information we have about you (if any) email enquiries@engaged-consulting.com and give us your name, email address(es) and we will happily do a search and send you screen shots of what we have.

If you are not happy with being on any of our lists you can simply unsubscribe. If you want to be removed from our customer records, please let us know.

Company Registration No: 09093595

Data Protection Officer: Tim Law

Registered address: 71-75 Shelton Street
London
WC2H 9JQ

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>