
24 May 2018

Dear Customers,

Data Protection legislation in the UK is changing, with the introduction of the GDPR on 25 May 2018 and a new Data Protection Act. This new legislation replaces the Data Protection Act 1998 and introduces new requirements for all organizations, in relation to how and why personal data is used.

J&P Accountants is no different to other organizations in this regard, and has been reviewing and updating its data protection policies and procedures, taking all necessary steps to ensure we fully comply with the new legal requirements for processing your personal data in relation to sending you the accounting, taxation and other financial information.

The General Data Protection Regulation – or GDPR for short – is designed to enhance the rights of individuals regarding the use of personal data. Basically it's creating a single set of rules to modernize data privacy laws across Europe.

In J&P, we've always taken the security of client's data very seriously, so it's great to see things come into line with what we've always believed. The updated policies provide clear information on how we handle and protect your personal information as well as detailing how we process your personal information for carefully considered and specific purposes which are in our interests and enable us to enhance the services we provide, but which we believe also benefit you.

By continuing to use our service, you agree to the updated terms and are happy to continue hearing from us about the latest goings-on at J&P Accountants. If you would like us to stay in contact, **you don't need to do anything**. We'll continue to send you all of the great information. And remember, you're free to change your mind at any time. You can unsubscribe from emails from J&P Accountants by reply this email. Just bear in mind that if you do, you're likely to miss out on special offers and info that could help your business.

If you'd like to find out more about data and privacy, please refer to guidance provided by Information Commissioner's Office.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have any questions at all, please contact us we will be happy to help.

Best regards,

J&P Accountants

Privacy Policy at J&P

J&P Accountants is committed to protecting your personal information and being clear and transparent about what information we collect, and how we will use it. We will ensure that any information you provide to us meets the data protection laws including the new GDPR and ePrivacy.

All information given to us via any communication remains strictly confidential and used only for the purpose described at the time of the contract. This document is designed to explain to you how we use personal information you provide to us.

1. Who are J&P Accountants?

Our full company name is J&P Accountants Limited and we are the Data Controller. As a data controller we are legally required to process your personal information fairly and in a transparent manner.

2. How can I contact J&P Accountants in the UK?

If you need to contact us you have a number of options, you can:

- email us directly at enquiries@jpaccountant.com; or
- send us a letter addressed to our registered office at J&P Accountants, 2/F16 Nicholas Street, Manchester, M1 4EJ

3. How do you ensure the security of my personal data?

We will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

4. How do you use my information for marketing purposes?

When you sign up to receive any of our newsletters or marketing communications we will use the information you provide to us, usually just your name and email address, to enable us to send you our newsletters, accounting and taxation information, relevant information from HMRC or any other communications you've requested.

We will process your personal information for marketing purposes based on your consent. You can withdraw your consent at any time. If you withdraw your consent, we will stop sending you our newsletters and other information as requested.

5. Can I unsubscribe from marketing?

Don't worry, if you decide at any point that you no longer want to receive these emails, you can unsubscribe at any time.

There are a number of ways you can do this;

- you can contact us by email enquiries@jpaccountant.com or letter using any of the contact details set out in this notice.

6. How long do you keep my information if I opt-in?

We will generally send you communications until you choose to unsubscribe from receiving them. However, if we have not heard from you for a while or notice that you have not opened our emails in a period of 24 months, we will remove your details from our database.

There's nothing stopping you from subscribing again at any time.

7. Where does J&P Accountants store my personal information?

All information you provide to us is stored on secure servers situated in the UK.

8. Does J&P Accountants share my information with anyone?

We will not share your data with any third party except for administrative purposes relating to the services we provide and where we may be required to do so by law.

The recipients of your personal data are limited exclusively to the people who have a need to know such information to perform their responsibilities. We do not sell your personal information to any third parties.

9. What are my rights under data protection legislation?

Data protection legislation provides you with certain rights when it comes to the processing of your information. These rights include the right to access your information, to update incorrect information, to delete your information, to restrict processing of your information, to transfer your information and to object to its processing.

10. What do I do if I'm not happy?

We are committed to protecting and respecting your privacy. However, if you're not happy with how we collect or process your information or just want some further information on your rights, you can contact us using the email address and postal address set out in this notice.

We will work with you to resolve any issues you may have and aim to answer any question raised by you as soon as possible.

11. How does this affect other emails I receive from you?

If you have signed up to any of our services, you will still receive emails relating to those services (e.g. confirmation emails, reminder emails). If you decide not to receive marketing emails from us, it will not affect service emails which are integral to the services we provide to you.

12. Further Information

If you would like further information about data protection, or if you would like to view the register of Data Controllers, you can visit the Information Commissioner's site at www.ico.org.uk.

J&P Accountants is the trading name of J&P Accountants Limited
Company Registration Number: 08826783 | VAT Registration Number: 248 4352 93
Address : 2nd Floor, 16 Nicholas Street, Chinatown, Manchester, United Kingdom M1 4EJ
Tel: (+44) 0161 637 1080 Mobile: (+44) 07775 676 622
Email: enquiries@jpaccountant.com
Partner: Zhi Yun Jian BSc MBA FCCA
ACCA Practice Registration Number: 3124528

