

Website Privacy Policy - Xaviers Accountants Limited

This Policy governs the use of personal data which you provide to us via our website www.xaviersaccountants.co.uk. Personal data is any or all data relating to a natural person who is identified, or can be identified, from the data.

Xaviers Accountants Limited (“we”, “our”, “us”) respects your privacy. We understand that how your personal data is used and shared online matters to you, and we take the privacy of those who visit our website (“the Site”) very seriously. We will not collect any data other than when you contact us, and we will always process that data in compliance with the law. Our site may contain links to other sites and be aware that if you choose to click on those links, your data may be processed by other organisations hosting those sites. We cannot control or monitor this, and you should have regard to their Privacy Policies.

Please read this Privacy Policy carefully, and ensure you understand it. When you first use our Site, this is taken to be agreement to this Policy. If you do not accept the Policy, then you should stop using the Site immediately.

Who we are:

- the Site is owned and operated by Xaviers Accountants Limited, Registered Office: of 2 Inglewhite Avenue, Wigan WN1 2EJ
- our VAT number is 320228745
- we are regulated by ACCA
- we are a member of ACCA

Your rights

You have certain rights as a data subject under the General Data Protection Regulation (GDPR), which governs the collection, processing and disposal of personal data by organisations such as ours.

In relation to personal data about you, you have the right:

- to be informed about how and why we collect and use the data
- to be given access to the data we hold
- to have any inaccurate or incomplete data rectified
- to ask us to delete personal data, earlier than we might already dispose of it
- to prevent us from processing the data further
- to object to us using the data for particular purposes

We provide contact details at the end of this Policy for you to use if you have any complaint about our processing of your personal data. If you are not satisfied with the way we deal with this issue, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO), which is the body in charge of supervising personal data use in the UK.

What data do we collect?

If you communicate with us by e-mail, we will collect your name and e-mail address and any other content that you send to us in the body of the mail. We do not collect any other personal data by any other method and in particular, we do not place cookies on our Site.

How is your data used?

We will process and store your data securely, and we will only keep it for as long as we need it for the purpose(s) for which it was collected.

In relation to the data we do collect, as laid out in the section above, we may use it as follows

- to reply to your email
- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us
- to provide you with information related to our services, events and activities that you request from us or which we feel may be relevant to you based on the services we provide to you

You have the right to withdraw your consent to our use of your personal data at any time, and to request that we delete it.

We will not share your personal data with anyone at any time.

How and where do we store your data?

We will only keep your data as long as we need it for the purpose(s) for which it is collected, and/or for as long as we have your permission to hold it.

Your data will only be stored in the UK. If we do store data outside European Economic Area (EEA), we will take all reasonable steps to ensure that your data is as safe and secure as it would be within the UK and is treated lawfully and in accordance with the GDPR.

The steps we take to secure your data include:

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect and hold.

Accessing your data

You are entitled to make a Subject Access Request under the GDPR. This means that you may request a copy of any personal data we hold about you, free of charge. We will provide any or all information in response to your request if you contact us on info@xaviersaccountants.co.uk.

Contact Details

If you have any questions about the Site or this Policy, or you wish to make a Subject Access Request, then please contact us on info@xaviersaccountants.co.uk.

Amending the Policy

We may change this policy from time to time, in response to changes in the law or for operational reasons. Any changes will immediately be posted on the Site and you will be deemed to have accepted the amended Policy if you continue to use the Site afterwards. You should therefore regularly review this Policy.