

# Office SOS Privacy Policy

## How we use your information

This privacy Policy explains what to expect when Office SOS collects personal information. It applies to information we collect about visitors to our website and clients who use our services.

## Visitors to our Website

Office SOS is committed to protect the privacy of individuals who visit the website [www.officesos.org.uk](http://www.officesos.org.uk) who make use of the online contact form and Clients in compliance with the principles laid down by the The Data Protection Act 1998 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

We may receive personal information about you, as follows:

- Information provided voluntarily by you. For example contact information, to allow us to respond to enquiries from you about our services which you have requested in order for us to provide further information.
- Information that you provide when you communicate with us by any means.
- Not personally identifiable information about which areas of our site are being visited and for how long. We do not make any attempt to find out the identities of those visiting our website.
- We do not use cookies to collect personal information.

All information obtained from these sources will be retained by us for as long as we deem appropriate. This information is held confidentially, in accordance with data protection procedures. If you do not want us to use this information in this way, please contact us.

Under the General Data Protection Regulations, you may request details of personal information which we hold about you. Please send such requests to [info@officesos.org.uk](mailto:info@officesos.org.uk). If you believe any of this information to be incorrect, please advise us accordingly.

## Use of Your Information

We use the information that we collect from you to provide our services to you. However, we only use these details to provide the services the person has requested and for other closely related purposes. In addition to this we may use this information for one or more of the following purposes:

- To provide information to you that you request from us relating to our services.
- To inform you of any changes to our services.

## Storing Your Personal Data

By providing your personal data to us, you agree to transfer, storing and processing of your data. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is stored securely.

Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

### **Disclosing Your Information**

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- With HMRC for the purposes of completion of self-assessment and tax collection. This relates to Clients who have engaged with us to provide them with accounting services.
- Where we are legally required by law to disclose your personal information.
- To further fraud protection and reduce the risk of fraud.

### **Access to Information**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email or write us. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **Data Protection Policy**

Office SOS has a Data Protection Policy, to request a copy email [info@officesos.org.uk](mailto:info@officesos.org.uk).

### **Changes to this Privacy Policy**

We do update this Privacy Policy from time to time so please review this regularly. This Privacy Policy was last updated on 16 May 2018.