



## FAIR PROCESSING NOTICE

### WHAT WE NEED

RD Tax Group Ltd t/a RD Tax (company registration number 11131659; registered address 2 Gerards Park, College Street, St Helens WA10 1FZ) - unless otherwise agreed with you - will collect basic personal data as well as financial data about your company and your employees. This information does not include any sensitive personal data. However, it does include the likes of names, work address, emails, job titles, salaries and pension contributions.

### WHY WE NEED IT

We need to know this information to provide you with the consultancy services you have engaged us to provide, and to assert our right to be recompensed in return for these services, as per the provisions of this contract. Without this information we will be unable to provide the consultancy services you require. We will not collect any personal data from you that we do not need in order to provide and oversee the services we have agreed to provide.

### WHAT WE DO WITH IT

All the personal data we hold about you and your employees will be processed by our staff in the UK and no third parties (apart from HMRC) will have access to your personal data unless there is a legal obligation for us to provide it. Please be aware, however, that your information may be stored on a cloud-based system whose servers are located within the European Union.

### WHAT WE WOULD ALSO LIKE TO DO WITH IT

We would also like to send you information about our other products and services by post, telephone, email and SMS. Please note that if you consent to being sent our marketing information via email then your data will be shared with, and you may be contacted by the third party 'MAILERLITE' who will make the contact on our behalf. If you do not wish to receive this information you may opt out by contact Elizabeth Fearn on 01744 613 679/liz@rdtax.ltd.

### HOW LONG WE KEEP IT

We will generally keep your personal data for a minimum of six years, after which time it will be destroyed if it is no longer required for the lawful purpose for which it was obtained.

## YOUR DATA RIGHTS

Under the GDPR, you have the following rights regarding the personal data we hold. Please contact RD Tax Group Ltd t/a RD Tax (01744 613679) if you wish to exercise these rights.

- Right to be informed (as per this notice)
- Right of access
- Right of rectification (to correct data that is inaccurate or incomplete)
- Right to be forgotten (in certain circumstances, individuals can ask for personal data stored on them to be erased)
- Right of portability (individuals can request the transfer of any data held on them to another company)
- Right to restrict processing (individuals can request that the use of personal data be limited)
- Right to object (individuals have the right to challenge certain types of processing, such as direct marketing)
- Rights related to automated decision-making including profiling (individuals can ask to be informed of automated processing activities if they believe the data is being processed unlawfully)