

MAY 2018

DATA PRIVACY STATEMENT

FOR M N JENKS & CO LIMITED, CHARTERED ACCOUNTANTS

72 COMMERCIAL ROAD, PADDOCK WOOD, TONBRIDGE

KENT TN12 6DP

In the course of the services we provide to you we hold information relating to you as an individual. The handling and processing of Personal Data is governed by the General Data Protection Regulations (the "GDPR") which comes into force on 25 May 2018. It will replace the Data Protection Act 1998.

The Data Controllers for M N Jenks & Co Limited are its Directors, M N Jenks and T Lane, who are both Chartered Accountants. Our Staff are fully conversant with the requirements of GDPR and understand the importance of adhering to them.

The Data we hold about you is likely to be as follows:-

- (a) Names.
- (b) Residential Address.
- (c) Telephone Numbers (including mobile numbers).
- (d) Job Title/Description of what you do.
- (e) Date of Birth.
- (f) Email address.

In some cases we hold Online Identifiers and can hold information which could be used to identify an individual's country of origin outside the UK.

Your Personal Data will be held securely and treated as strictly confidential unless by Law we are required to share it with others. In practice this will include HMRC, Companies House and Pension Providers if you are a member of your Employers Auto Enrolment Scheme and we administer the payroll.

In other cases we will not release your Personal Data unless you give us your specific consent.

If you are a Director and/or Company Secretary or member of an LLP you should be aware that Companies House hold Personal Data about you. This is a Government Department and we have no control as to how they store and use Personal Data about you. Specifically, this Data is freely available to any Member of the Public or any type of Organisation who makes an enquiry.

/cont'd.....

/cont'd.....

Our other key principles with regard to Personal Data are as follows:-

- (a) It is used appropriately and only where the Law requires us to. We will not ask for Data unless it is required for lawful purposes.
- (b) We will ensure, to the best of our ability, that the Data held is accurate and kept up to date.
- (c) Data will not be kept any longer than necessary and will be destroyed securely.
- (d) Data that is held electronically will be passworded to minimise the risk of unauthorised access.
- (e) We will only hold Personal Data that is required for the services you have asked us to perform for you.
- (f) We will not transfer Personal Data outside the EEA unless that Country has adequate levels of protection in place and you give your express consent for us to do so.

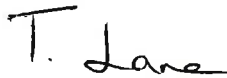
You have the right under GDPR to request a copy of the Personal Data we hold about you and for us to correct any errors or omissions. You have the right to withdraw your consent to us holding your Personal Data, although this may mean we cannot carry out the services you have previously asked us to provide. You also have the right to lodge a complaint with the Information Commissioners Office on 0303 123 1113. This is a dedicated personal data breach helpline and is available Monday to Friday between 9am and 5pm. Alternatively you can write to The Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

You can contact us as follows:-

- M N Jenks & Co Limited - 01892 836005
or by email: mnj@mnjenks.co.uk / tl@mnjenks.co.uk
- Alternatively, you can write to us at:
72 Commercial Road, Paddock Wood, Tonbridge, Kent TN12 6DP.



M N Jenks
Director



T Lane
Director