

## PRIVACY AND COOKIES POLICY

### 1. PURPOSE OF THIS NOTICE

We are committed to safeguarding the privacy of our website visitors; this policy explains how we use any personal information we collect about you when you use this website. Further information about how we use your information when you use our services can be found in our privacy notice and terms of business which will be provided on engagement.

Our website uses cookies. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

### 2. ABOUT

Harris Tyser Ltd ("Harris Tyser Accountancy", "Us", "we", "ourselves" and "our") is an accountancy and tax advisory firm. It is registered in England and Wales as a company under number: 11259336 and the company registered office is at The Old School, Kewstoke Rd, Bristol BS9 1HE.

In this notice "Data Protection Legislation" means any applicable law relating to the processing, privacy, and use of Personal Data, including the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003, as amended by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020.

For the purpose of the Data Protection Legislation and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy policy.

Alison Harris is the Data Protection Point of Contact, and is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact her you can do so using the contact details noted on the Contact page of the website.

### 3. WHAT INFORMATION DO WE COLLECT FROM OUR WEBSITE?

We may collect, store and use the following kinds of personal information:

- information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation);
  - information relating to any transactions carried out between you and us on or in relation to this website;
  - information that you provide to us for the purpose of registering with us;
  - information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters;
-

- any other information that you choose to send to us.

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this privacy policy.

## 4. COOKIES

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. For more information visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk)

Cookies do not contain any information that personally identifies you, but personal information that we store about you may be linked, by us, to the information stored in and obtained from cookies.

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. Please note that some website features may not function fully if cookies have been disabled.

## 5. ANALYTICS

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <https://policies.google.com/privacy>

## 6. USING YOUR PERSONAL INFORMATION

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- administer the website;
- improve your browsing experience by personalising the website;
- respond to enquiries made through the website;
- enable your use of the services available on the website;
- send you email notifications which you have specifically requested;
- send you our newsletter and other marketing communications relating to our business or the businesses of carefully-selected third parties which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (and you can inform us at any time if you no longer require marketing communications);
- provide third parties with statistical information about our users – but this information will not be used to identify any individual user;
- deal with complaints made by or about you relating to the website;
- keep the website secure and prevent fraud;
- verify compliance with the terms and conditions governing the use of the website.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

We will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

## **7. THIRD PARTY WEBSITES**

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

## **8. DISCLOSURES**

We may disclose your personal information to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this privacy policy.

We may disclose your personal information to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes set out in this privacy policy.

In addition, we may disclose your personal information:

- to the extent that we are required to do so by law;
- in connection with any ongoing or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

## **9. INTERNATIONAL DATA**

As part of the services offered to you through this website, the information which you give to us may be transferred to countries outside the European Union ("EU"). For example, some of our third-party providers may be located outside of the EU. Information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the European Economic Area.

In addition, personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

You expressly agree to such transfers of personal information.

## **10. SECURITY PRECAUTIONS**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure password and firewall protected servers.

You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and other login details for the client portal confidential. We will not ask you for your password (except when you log in to the client portal).

## **11. POLICY UPDATES**

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

For clients who have engaged us for our services we will provide updated Terms of Business and Privacy Notice through the client portal.

## **12. YOUR RIGHTS**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

You may instruct us to provide you with any personal information we hold about you.

You will not usually have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive.

We may request the supply of appropriate evidence of your identity in order to comply with your request.

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

## **13. CONTACT**

If you have any questions about this privacy policy or our use of your personal information, please write to: Harris Tyser Ltd, The Old School, Kewstoke Road, Bristol BS9 1HE