

## Privacy Statement

### Who we are

This is the privacy statement of Campbell Stewart MacLennan & Co

This privacy statement explains how we collect and use personal information about you.

### What personal information we collect

We only collect personal data where you engage us to provide professional services to you. If we are engaged to provide payroll and process CIS deductions on your behalf we will also collect and hold personal data relating to your employees and contractors in order to provide these services.

### How we use your personal information

We will use your personal information only for the purpose for which it was collected, unless you consent to other uses or whether we are required or permitted by law or professional standards. Your personal information may be processed for the following purposes:

- deliver services and meet legal responsibilities
- verify identity where this is required
- communication by post, email or telephone
- understand needs and how they may be met
- maintain records
- process financial transactions
- prevent and detect crime, fraud or corruption

### Who we share your personal information with

We will not share your information for marketing purposes with any third parties.

In order to process your personal data for the services we have been engaged to provide to you, we may provide your personal data to third parties such as our IT support partners; cloud based accounting software providers and companies that provide data transfer facilities.

### How long we retain your personal information for

We will hold your personal information in accordance with the terms stated at (7) Retention of and access to records.

If you decide to terminate the engagement, your personal data will be held for a period of two years following confirmation that you wish to terminate this engagement. After this date any tangible and intangible data we hold will be destroyed. We do however maintain a record of this action and our disengagement process with you.

### Holding personal information outside the EEA

Partners: Allan Stewart BA CA  
Faye MacLeod MA CA  
Kirstie MacLeod MAAT CA

Associate: Kerry Lyall BA CA  
Tax manager: Milton Goldring CTA

Tel: 01478 612540

Fax: 01478 613435

http: www.csmco.net  
E-mail: info@csmco.net

Also at:

Main Street, Kyle, Ross-Shire IV40 8AB Tel: 01599 534485

Creagorry, Benbecula HS7 5PG Tel: 01870 602329

We principally use 3<sup>rd</sup> party software partners that store data within the EEA, however if your data is transferred out with this area we will ensure that we only use software providers that utilise frameworks such as Privacy Shield to ensure best practise is adopted.

### **Using our website**

We do not collect or store information when you visit our website.

### **Your rights**

**Access to your information** – You have the right to request a copy of the personal information about you that we hold.

**Correcting your information** – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information** – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below.
- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below.
- Our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

**Restricting how we may use your information** – In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. Where this right to validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Automated processing** – If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

**Withdrawing consent using your information** – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the *Contact information and further advice* section if you wish to exercise any of these rights.

### **Changes to our privacy statement**

We keep this privacy statement under regular review and will place any updates on this website. Paper copies of the privacy statement may also be obtained from Campbell Stewart MacLennan & Co, 8 Wentworth Street, Portree, Isle of Skye, IV51 9EJ

This privacy statement was last updated on 17/05/2018.

### **Contact information and further advice**

If you have any questions or queries regarding our handling or protection of your personal data, please contact us at [info@csmco.net](mailto:info@csmco.net)

### **Complaints**

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>