

AVER CORPORATE ASADVISORY SERVICES LIMITED

DATA PROTECTION PRIVACY STATEMENT

This is the privacy statement of Aver Corporate Advisory Services Limited, trading as Aver, Chartered Accountants which explains how we collect and use personal information about our clients and contacts. Please read the policy which explains how we use and protect the information that is provided.

What personal information we collect

In personal insolvency cases we will hold information on name, address, date of birth, telephone numbers and HMRC data.

We will also hold details of bank accounts, other assets and liabilities, income and expenditure of the individual and of the names, addresses and sums due to third parties.

In corporate insolvency cases, we will hold details of directors' names and addresses, dates of birth, home addresses and of any personal guarantees given to third parties.

We will also hold details of the names and addresses and amounts owed to third parties, as well as any assets relating to sums owed to the entity by third parties.

In non-insolvency related cases we will hold data on individual's names, addresses, telephone numbers, financial and company information.

From which sources do we collect personal information

We collect the information from individuals, companies, the Court and other publically available information such as the Land Register, Companies House, local council websites and internet open source databases.

How do we use personal information?

In personal bankruptcy and corporate insolvency cases we use the data we collect to assist in our assessment of the financial position of the individual(s) or corporate entities, to be able to provide advice and to assist in any subsequent insolvency procedure. However any decision taken on an insolvency procedure will solely be by the individual(s) or the directors/members of a corporate entity. The data collected will allow us to:

- Deliver services and meet legal requirements
- Verify identity when required
- Communicate 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

We will share data where required by legislation, with creditors, Government Departments and the Court.

If you do not provide personal information we may not be able to provide the advice which we consider is required in the circumstances.

Security

All information you provide to us is stored on secure servers with industry standard anti-virus and firewall protection in place.

How long do we retain personal information

We will retain the data for the period of the insolvency procedure or any legal action in which we are instructed. In insolvency cases we will retain the data for a period of six years after the closure of the case.

Holding personal information outside the EU

We do not hold any personal information outside the EEA.

Your rights

Access to information – You can request a copy of your personal information 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 acquired.
- 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 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 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 use of your information. The right might also apply where there is no longer a basis for using your personal information but you do not want us to delete the data. Where this right is 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.

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 be obtained by writing to us at our Registered Office, 21 York Place, Edinburgh EH1 3EN.

The privacy statement was last updated on 14 May 2018.

Contact information and further advice

If you have any queries or concerns regarding the use of your data or this policy then please contact gdpr@aver-ca.com or contact our Company Secretary. We will make all efforts to deal with any requests or concerns as speedily as possible.

If we are unable to resolve any issue to your satisfaction, you have the right to complain to the Information Commissioner's Office. Contact information can be found at:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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

<https://ico.org.uk/global/contact-us/>.

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