Who We Are:

This is the privacy statement of McLay, McAlister & McGibbon LLP

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

What Personal Information We Collect:

We may collect, process and store personal information to enable us to provide our professional services to you. This will include name, address, email and preferred contact details. We may also need to collect information such as dates of birth, national insurance numbers and UTR numbers as well as financial details and any other information that you have given to this firm.

Where We Collect Personal Information From:

We will normally collect the information directly from you. We may also collect data in the course of performing our services, from third parties such as banks, financial advisors or previous agents and publicly available sources such as Companies House.

How We Use Your Personal Information:

We will only process your information for as long as we have a relevant legal basis to do so. This is usually in order to provide you with the professional services you have requested, however we may also include the following

- meet legal requirements
- 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:

- H M Revenue and Customs, Regulators and other Authorities
- Financial Advisors
- Lawyers
- Successor Accountants
- Anyone you ask us to share your data

145 St. Vincent Street, Glasgow G2 5JF   Tel: 0141-221 6516   Fax: 0141-204 1008   Email: enquiries@mmmca.co.uk   www.mmmca.co.uk

McLay, McAlister & McGibbon LLP is a limited liability partnership registered in Scotland with Registered Number SO300796
Regulated to carry on audit work and regulated for a range of investment business activities by the Institute of Chartered Accountants of Scotland.

Details of our audit registration can be viewed at www.auditregister.org.uk under reference 0337

How We Use Your Information To Make Automated Decisions:

We sometimes make automated decisions based on personal information held or collected from others. These might include correction of PAYE coding notices, adjusting tax payments on account or obtaining further information to provide our services.

If You Do Not Provide Your Personal Information:

Personal information may be required to enable us to provide our services to you. If you do not provide this we may be unable to fulfil our professional obligations

How Long We Retain Your Personal Information For:

Personal data processed for any purpose will not be retained for any longer than is necessary

Holding Personal Information Outside the EEA:

No personal information will be sent outwith the EEA without your consent or to comply with any specific legal duties

Using Our Website:

No personal data is obtained by this firm by the use by anyone browsing 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 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.

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 by contacting the office (details on Page 1).

This privacy statement was last updated on 25 May 2018

Contact Information And Further Advice

Mary MacCormick

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