

## Jane Franklin Bookkeeping Services

### GDPR – Privacy Policy

This policy ensures that I protect your privacy and keep your data safe and secure.

- I will only use enough personal data to be able to carry out the work you have asked me to do.
- The data will never knowingly be shared with a 3<sup>rd</sup> party unless you ask me to.
- The data will be accurate and kept up to date.
- The data will not be kept longer than necessary to fulfil the purpose of its collection.
- The data will be kept secure and protected from unauthorised processing, loss, damage or destruction.
- You can ask me to provide you with details of the data I hold about you at any time.
- I take full responsibility for any personal information I hold about you.

GDPR does not affect other legal obligations concerning storing and maintaining clients accounts. In particular, the period for retaining client's accounting records will still be governed by the relevant legislation (e.g. Companies Act 2006. Taxes Management Act 1970) and in most cases will require the retention of records for six years.