



WESTBORO PARTNERS

Business & Financial Advisers

Privacy Statement

Westboro Partners is committed to ensuring that your privacy is protected. This statement sets out the basis on which any personal data we collect from and about you , or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. This statement is being provided to you in line with our obligations from 25 May 2018 under the General Data Protection Regulation (GDPR)

1. Contact details

If you would like to contact us with any queries or comments in relation to your personal data , please:

- Send an email to info@westboro.ie
- Send a letter to Westboro Partners , Westboro House, Middle Glanmire Road , Montenotte , Cork.
- Call our office 021-4500568

2. Data we will collect and process

We will collect and process the following data about you:

Information you give us

This is information about you that you give us by corresponding with us by phone , email or otherwise. It includes the information you supply us with when you engage us to provide accounting and tax services. The information you give us may include, but is not limited to , your name , address , email address, phone number , PPS no , financial and credit card information , bills , bank statements , photograph , passport , driving licence , or other identification documents , medical records , tax information , company taxation information , payroll information in relation to your company etc.

Information we collect about you

Depending on the circumstances , we might also obtain personal data about you from other sources such as government & regulatory authorities , business partners , financial and insurance advisors , service providers etc,. You are not obliged to provide us with your personal information. However if you do not , we might not be able to carry out the services that you have requested of us.

3. Why we process your data

We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you. We do this because you have consented to our processing of your data in order to carry out professional services on your behalf or to inform you of other services we provide.

4. How we use your data

We gather and use your information to:

- Allow us to provide you with accountancy / tax /consultancy services you request from us
- Comply with legal obligations we may be subject to

- Provide you with information about other services we offer that are similar to those you have already requested of us or enquired about
- To notify you of changes to our services
- To monitor and improve the quality of our services
- To allow you to participate in events organised by us

5. Who we share your data with

We may share your data with government agencies ,contractors or partners of Westboro Partners in connection with services that these individuals or entities perform for or with Westboro Partners. These include but are not limited to, providers of archiving services , legal advisers , third party experts.

We may also disclose your data in order to comply with any legal obligation or in order to enforce our general terms and conditions.

Our agents , contractors or partners are restricted from using your data in any way other than to provide services to Westboro Partners , or services for the collaboration in which they and Westboro Partners are engaged in. Westboro Partners require that all such agents contractors or partners enter into contractual guarantees to observe security and privacy obligations at least as stringent as those set forth in this privacy statement.

6. Data Security

We take our data security responsibilities seriously , employing the most appropriate physical and technical measures , including staff training and awareness. We review our data security measures and procedures regularly.

7. Data Retention

It is our aim to only hold your data for as long as is necessary. Unless otherwise required under applicable law , we store your data for as long as we provide services to you and for a period of no less than six years beginning on the date we archive your file.

8. Marketing

We may contact you by mail , email and telephone about our services and other events involving or relating to Westboro Partners that may be of interest to you. You have the right to ask us to stop processing your personal data for direct marketing purposes. If you wish to exercise this right , please send us an email to info@westboro.ie with a header that says "Unsubscribe"

9. Where we store your information

We may store your information in different places depending on the stage of the work we are carrying out on your behalf. Physical files are stored in our office and our archives. Electronic files are stored in our secure servers or in the cloud. We may transfer your data outside of the European Economic area for processing. Whenever we transfer your data in such a way , we will ensure appropriate safeguards are in place. You may contact us via email , letter or telephone in case you wish to find out more or obtain a copy of the appropriate safeguards.

10. Your rights

You have the right to request that we :

- Inform you whether we process your data, and that we provide you with details related to our processing, and with a copy of your data.
- Rectify any inaccurate data we might have about you without delay
- Complete any incomplete information about you
- Erase your personal data without delay
- Are restricted from processing your data
- Furnish you with the personal data which you provided to us in a structured , commonly used format.

Where we process your data solely on the basis of your consent, you are entitled to withdraw your Consent at any time. This will not affect the lawfulness of your processing before the withdrawal.

You also have the right to lodge a complaint with the Data protection commissioner at any time.

You may exercise your right by contacting us at the addresses or email address provided above

11. Changes to Statement

We may update this privacy statement at any time and will publish such updated version on our website, as appropriate