

## **Our Privacy Notice to you**

This is our Privacy Notice to you about how we use your personal data. We are McEwan Wallace Limited.

We collect your personal information.

We collect sensitive personal data. You need to read our Privacy Notice Policy to understand why, before you sign or submit this form. Our Privacy Notice Policy can be found on our website [www.mcwallace.co.uk/about-us/privacy-policy](http://www.mcwallace.co.uk/about-us/privacy-policy).

By signing you are confirming that you give us your data voluntarily.

## **Who is collecting your personal data**

This is the Privacy Notice of McEwan Wallace Limited and we control the personal information you give us.

For the purposes of the Data Protection Act and General Data Protection Regulations McEwan Wallace Limited are data controllers and we can be contacted at:

McEwan Wallace  
68 Argyle Street  
Birkenhead  
Wirral  
CH41 6AF

## **What we collect**

We collect personally identifiable information you provide us here and in your dealings with us elsewhere including:

- By telephone
- By emails
- In paper form

We also collect personally identifiable information from your other dealings with us.

### **Sensitive Personal Data**

We collect the following sensitive personal data:

- Name
- Address
- Telephone numbers
- Email addresses
- Banking details
- Employment and payroll details
- Investment details
- Any other information necessary in order to provide the professional services we supply to you

and your sensitive personal data is used for these specific reasons:

1. To ensure we are able to provide the professional services requested by you and to meet statutory requirements in respect of personal and other taxes.
2. To ensure necessary submissions to, and correspondence with, HM Revenue & Customs are complete, accurately prepared and in accordance with known transactions.
3. To provide details, summaries and responses to you.
4. To contact you on matters related to the professional services we provide.
5. To advise you of additional services we are able to offer from time to time that are related or ancillary to the professional services we provide or as requested by you.

## **What we retain**

We retain personal data for as long as is necessary for the purposes for which it was obtained and to comply with statutory requirements.

## **Your rights**

All individuals have rights relating to their personal data collected and retained by us. These rights include:

1. the right to withdraw consent to us holding such data at any time
2. the right to erasure of personal data subject to any legal requirements to retain data
3. the right to complain to the Information Commissioner's Office (ICO) if you think we have not handled your personal data appropriately

The ICO can be contacted via <https://ico.org.uk/>

We will ensure any requests in respect of these rights are acted upon as soon as practicable following receipt.

I give my consent to McEwan Wallace Limited recording personal data about me.

Signature:

Date: