

White Maund Insolvency Practitioners Limited ('WM')

Privacy Policy 2018

At WM we take our responsibility for the security of personal information seriously. WM is a limited liability company registered with the Information Commissioners Office ('ICO') under registration no ZA166902. You have the right to complain to the ICO if you think there is a problem with the way we have handled your data. Our Data Protection Officer is Chris Latos, a director of WM.

We are a data controller for the purpose of the personal data we process as WM. When acting in our capacity as Insolvency Practitioners we process data as office holders of insolvent estates and this may include personal data. We do not become data controllers for the personal data in the insolvent estate's records. We have a separate bespoke Privacy Policy in relation to formal insolvency procedures.

There are several legal bases for processing personal data. In the majority of cases the basis on which we process data will be legitimate interest or legal obligation, although there may be occasions when other bases apply.

We are required by law, regulatory and industry best practice to store our own records and those of our clients for certain time periods (usually 6 years). All paper records are securely stored at our premises or at accredited secure third party premises. We will only provide personal data to relevant organisations or individuals including HMRC, RPS, Companies House, Courts, regulators and third parties (creditors, directors and shareholders) to comply with legal or regulatory requirements.

All electronic information is securely held at our facilities in the UK. Once our legal obligations to control or process personal data have been fully complied with we will securely destroy all personal data.

We provide technical, compliance, best practice and relevant industry updates, newsletters and seminars to our contacts and potential work referrers and will continue to provide such information by e-mail, post or telephone (subject to Corporate Telephone Preference Service requirements) to existing or new contacts. We operate an 'opt out' system and if you would like to be removed from our database please contact us at info@whitemaund.com or on 01273 731144 and we will securely delete your records.

We use third party data processors from time to time and we require them to keep your data secure and to deal with it in accordance with the law. We do not allow third party service providers to use your data for their own purposes.

WM does not hold information of a Special Category including information about an individual's race; ethnic origin; politics; religion; trade union membership; genetics; biometrics; health; sex life; or sexual orientation.