

## **Privacy notice**

### **What information do we collect from you?**

- Name
- Address
- Phone number
- Email address
- Your connections with relevant charities.

### **Who is responsible for this data?**

- Plummer Parsons is the Data Controller.

### **Why do we collect this information?**

- Your information is collected and stored so that we can send you our charity newsletter and other associated mailings. We may also need to notify you of any privacy notice changes, that are required and you will be given the opportunity to revoke your consent in light of these changes.

### **Who might we share your information with?**

- In order to fulfil our services, we may need to enable our software providers to access your details to help resolve technical issues. We have separate confidentiality agreements with these parties.
- We will not share your information for marketing purposes with third parties.

### **How will we use the information about you?**

- Here at Plummer Parsons we take your privacy seriously and will only use your personal information to provide you with the products and services you have requested from us. As a firm of Chartered Accountants we are governed by strict confidentiality procedures across our day-to-day activities.

### **How long do we keep hold of your information?**

- We will only keep your data for as long as you want us to provide you with our mailings or other advised services. As soon as you decide you no longer want these services, all your information shall be immediately removed from our systems unless covered by a separate agreement.

### **How can I access the information you hold about me?**

- By submitting an information disclosure request if or when you feel it to be necessary. We are obliged under the General Data Protection Regulations to provide you with a comprehensive list of the data we hold.