

Privacy Policy & Data Protection

Privacy Notice

Issued by New Vision Accounting Limited

The Data Protection Act 2018 ("DPA 2018") and the General Data Protection Regulation ("GDPR") impose certain legal obligations in connection with the processing of personal data.

New Vision Accounting Limited is a data controller within the meaning of the GDPR and processes personal data.

Data Protection Officer: Yasha Rahbari

Email: mail@newvisionaccounting.co.uk

We may amend this privacy notice from time to time. If so, a copy of the amended notice will be made available to you.

Purposes of Data Processing

- To supply professional services to you as our client
- To fulfil legal obligations (e.g. Money Laundering Regulations)
- To comply with professional obligations as a member of AAT
- For investigation or defence of potential complaints, disciplinary proceedings, or legal proceedings
- To invoice you and address any attendant fee disputes
- To contact you about other services if you have consented

Legal Bases for Processing

- Consent: Your consent at the time of instruction
- Contract Performance: Necessary for the performance of our contract with you
- Legal Obligations: Necessary for compliance with legal obligations
- Legitimate Interests: Necessary for legitimate interests pursued by us

Important: If you do not provide required personal data, we may be unable to provide our services to you.

Data Sharing

We may share your data with:

- HMRC
- Any third parties you require or permit
- Subcontractors
- An alternate in event of incapacity or death
- Tax insurance providers
- Professional indemnity insurers
- Our professional body (AAT) and/or OPBAS
- Police, law enforcement agencies, courts, tribunals, ICO (if law requires)

Note: If you ask us not to share your data with certain third parties, we may need to cease acting for you.

Data Transfers

Your personal data will be processed in the EEA only.

Data Retention

- Tax Returns: Kept for 7 years from the end of the tax year

- Advisory Work: 7 years from end of relationship
- Ongoing Clients: Data needed for more than one year's tax compliance retained, then deleted 7 years after relationship ends
- Contractual Terms: Destruction of documents after 6 years

Client Responsibilities:

- Clients: You are responsible for retaining information we send to you.
- Companies/LLPs: 6 years from end of accounting period
- Individuals, trustees, partnerships with trading/rental income: 5 years 10 months after tax year ends
- Individuals, trustees, partnerships otherwise: 22 months after tax year ends

Your Rights

- Access: Request a copy of your personal data (SAR) in writing to Yasha Rahbari.
- Rectification: Request correction or completion of inaccurate/incomplete data.
- Erasure: Request deletion of your personal data in certain circumstances.
- Restrict/Object: Request to block, suppress, or object to data processing.
- Data Portability: Request your data in machine-readable format (where applicable).
- Withdraw Consent: Withdraw your consent at any time (may affect service delivery).

For more on your rights, visit the ICO website: <https://www.ico.org.uk>

Complaints

If you are not satisfied with our response, you can complain to us at mail@newvisionaccounting.co.uk or to the Information Commissioner's Office (ICO): <https://www.ico.org.uk>

Company Information

New Vision Accounting Limited

Company number 13290933. Registered in England & Wales.

Director: Y. Rahbari BSc Hons. FMAAT.