



## **CONTACTS PRIVACY NOTICE**

This privacy notice tells you about the information we collect from you when you sign up to receive our regular newsletter, blog and/or e-bulletin via our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### **Who are we?**

The name of the organisation asking you to consent to use your information is:

Essendon Accounts & Tax Limited  
3 Warren Yard  
Warren Park  
Stratford Road  
Wolverton Mill  
Milton Keynes  
MK12 5NW

You can contact us by post at the above address, by email at [enquiries@essendonaccounts.co.uk](mailto:enquiries@essendonaccounts.co.uk) or by telephone on +44 (0)1908 774 320.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

### **What personal data do we collect?**

When you subscribe to our newsletter, blog and/or e-bulletin, we ask you for your name and your email address. If you provide your business card those additional details on the card will be retained.

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

We will use your information to send you our newsletter, blog and/or e-bulletin, which contains information about our services.

We ask for your consent to do this, and we will only send you our newsletter, blog and/or e-bulletin for as long as you continue to consent.

### **What do we do with your information?**

Your information is stored in our database and is not shared with any third parties. It is not sent outside of the UK. We will not use the information to make any automated decisions that might affect you.

### **How long do we keep your information for?**

Your information is kept for as long as you continue to consent to receive our newsletter, blog and/or e-bulletin.

[www.essendonaccounts.co.uk](http://www.essendonaccounts.co.uk)

Registered office: 3 Warren Yard, Warren Park, Stratford Road, Wolverton Mill, Milton Keynes MK12 5NW  
t: + 44 (0) 1908 774 320 | e: [enquiries@essendonaccounts.co.uk](mailto:enquiries@essendonaccounts.co.uk)

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## **Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can ask for it to be erased and you can ask for us to give you a copy of the information.

You can also ask us to stop using your information – the simplest way to do this is to withdraw your consent, which you can do at any time, either by clicking the unsubscribe link at the end of any newsletter, or by emailing, or writing to us using the contact details above.

## **Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at [www.ico.org/concerns](http://www.ico.org/concerns) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

[www.essendonaccounts.co.uk](http://www.essendonaccounts.co.uk)

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