

Website Privacy Policy issued by Hobbs Granger Roitt LLP

This Policy governs the use of personal data which you provide to us via our website. Personal data is any or all data relating to a natural person who is identified, or can be identified, from the data.

Hobbs Granger Roitt LLP (“we”, “our”, “us”) respects your privacy. We understand that how your personal data is used and shared online matters to you, and we take the privacy of those who visit our website (“the Site”) very seriously. We will not collect any data other than when you contact us, and we will always process that data in compliance with the law. Our site may contain links to other sites, and be aware that if you choose to click on those links, your data may be processed by other organisations hosting those sites. We cannot control or monitor this, and you should have regard to their Privacy Policies.

Please read this Privacy Policy carefully, and ensure you understand it. When you first use our Site, this is taken to be agreement to this Policy. If you do not accept the Policy, then you should stop using the Site immediately.

Who we are

- the Site is owned and operated by Hobbs Granger Roitt LLP, 11 Eastheath Avenue, Wokingham, Berkshire, RG41 2PP.
- our VAT number is 115 1280 57.
- we are regulated by the Association of Chartered Certified Accountants.
- we are a member of the Association of Chartered Certified Accountants.

Your rights

You have certain rights as a data subject under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018), which governs the collection, processing and disposal of personal data by organisations such as ours.

In relation to personal data about you, you have the right:

- to be informed about how and why we collect and use the data
- to be given access to the data we hold
- to have any inaccurate or incomplete data rectified
- to ask us to delete personal data, earlier than we might already dispose of it
- to prevent us from processing the data further
- to object to us using the data for particular purposes

We provide contact details at the end of this Policy for you to use if you have any complaint about our processing of your personal data. If you are not satisfied with the way we deal with this issue, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO), which is the body in charge of supervising personal data use in the UK.

What data do we collect?

If you communicate with us by e-mail or via our contact form, we will collect your name and e-mail address and any other content that you send to us in the body of the mail/form.

Cookies are text files put on your computer to collect standard internet log information and visitor behaviour information. This information is then used to track visitor use of the website and to create statistical reports on website activity. For more information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. Please note in a few cases some of our website features may not function because of this.

Analytics – e.g. how visitors use our website

We use Google Analytics to store information about how visitors use our website so that we may make improvements and give visitors a better user experience.

Google Analytics is a third-party information storage system that records information about the pages you visit, the length of time you were on specific pages and the website in general, how you arrived at the site and what you clicked on when you were there. These cookies do not store any personal information about you e.g. name, address etc and we do not share the data. You can view their privacy policy below:

Google - <http://www.google.com/intl/en/policies/privacy/>

How is your data used?

We collect information/data on our website to process your enquiry, and we will only keep it for as long as we need it for the purpose(s) for which it was collected.

In relation to the data we do collect, as laid out in the section above, we may use it as follows:

- to reply to your email
- to reply to you by telephone, if a contact number is supplied

You have the right to withdraw your consent to our use of your personal data at any time, and to request that we delete it.

We will not share your personal data with any third parties without prior consent.

How and where do we store your data?

We will only keep your data as long as we need it for the purpose(s) for which it is collected, and/or for as long as we have your permission to hold it.

Some or all of your data may be stored outside of the EEA. If we do store data outside this area, we will take all reasonable steps to ensure that your data is as safe and secure as it would be within the UK and is treated lawfully and in accordance with the GDPR and DPA2018.

When you give us personal information, we take steps to make sure that it's treated securely.

Non-sensitive details (your email address etc.) are sent normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, please do not send any private information by email or contact form, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

The steps we take to secure your data in our systems include:

- Network firewalls
- Security software
- Encrypted data
- Secure storage areas
- Encrypted transmission of data
- Strong passwords
- Biometric security

*Warning: We do not recommend you send private or sensitive data by email. If secure data needs to be exchanged, we will detail other methods by which this can be done.

Accessing your data

You are entitled to make a Subject Access Request under the GDPR. This means that you may request a copy of any personal data we hold about you, free of charge. We will provide any or all information in response to your request if you contact us on privacy@hgrllp.co.uk.

Contact Details

If you have any questions about the Site or this Policy, then please contact us as follows, making your request or query clear:

e-mail: contactus@hgrllp.co.uk

telephone: 0118 9794269

postal address: Hobbs Granger Roitt LLP, 11 Eastheath Avenue, Wokingham, Berkshire, RG41 2PP.

Amending the Policy

We may change this policy from time to time, in response to changes in the law or for operational reasons. Any changes will immediately be posted on the Site and you will be deemed to have accepted the amended Policy if you continue to use the Site afterwards. You should therefore regularly review this Policy.