
As a Data Controller

- * What information is being collected?
Sufficient information required to identify the individual/company for the production of an Invoice and update the client on work progress.
Also, any other information required to actually complete the commissioned work. This may include passwords for commercial software and spreadsheets.
- * Who is collecting it?
The Westbury Partnership LLP's representative involved in the commissioned work only.
- * How is it collected?
Directly from the client and recorded in/on:
 - The "Job's In" book (Paper) used to record when the work came in, the period covered, location of the books and records and the type of work.
 - Client accounting system backup (Digital).
 - Physical books and records.Data is not collected using: Observation, Derivation or Inference of systems, processes and other data.
- * Why is it being collected?
Only what is necessary to complete the commissioned work and create an Invoice.
- * How will it be used?
To complete the commissioned work and create an Invoice.
If the client has consented, data will be retained to allow the client to be kept informed of complimentary services.
Backups are taken as proof of work done and kept for at least 7 years.
- * Who will it be shared with?
Data is shared to satisfy legal requirements with HMRC and Companies House and any other necessary regulatory body associated with the commissioned work.
Mortgage, IFAs and other Credit Referencing agencies on specific request of the client.
Payroll data, specifically workplace pension information, by consent/instruction may be passed to an IFA/Pensions advisor so that the client can comply with auto enrolment; This will include staff information.
On consent, personal data may be provided to a third party processor for the purpose of communicating additional complimentary services. At no point is the third party processor allowed to use the data for any reason other than the performance of the instructed task.
- * What will be the effect of this on the individuals concerned?
There should be no effect on the individuals concerned.
- * Is the intended use likely to cause individuals to object or complain?
As the only use of the data is related to the completion of the commissioned work or where consent has been obtained, no objections are expected.

As a Data Processor

- * What information is being processed?
Payroll information we will hold on behalf of the client as a data processor including;
Employee personal information, full name, NI Number, DOB, address, email, marital status and Sex.
Bookkeeping and VAT compliance will require us to hold such financial information necessary in the performance of these tasks.
- * Who is processing it?
The Westbury Partnership LLP's representative involved in the commissioned work only.
- * How is it processed?
Payroll data is processed using Sage Payroll and the product is returned to the client and to HMRC.
Bookkeeping and VAT compliance data is processed in accordance with the client's financial systems and processes which may include but not limited to, spreadsheets, Sage Accounts, Quickbooks, Xero and manual books.
- * How will it be used?
The data will be used by The Westbury Partnership LLP in the production of the accounts as we become the controller.
The data is not published nor does it leave Westbury's offices for any reason other than for data backup purposes where it is stored on two NAS units located, one in each office which are mirrored.
Backups are taken and kept for at least 7 years.
- * Who will it be shared with?
The data is owned by the client and cannot be used or shared by The Westbury Partnership LLP.
- * What will be the effect of this on the individuals concerned?
There should be no effect on the individuals concerned.
- * Is the intended use likely to cause individuals to object or complain?
No objections or complaints are expected.

Objections and Complaints

- * Email: info@westburypartnership.com
- * Write: The Westbury Partnership LLP, 98 Westbury Lane, Buckhurst Hill. IG9 5PW
- * Procedure
 - Your issue will be responded to within 72 hours
 - All actions will be completed within 21 days of agreement