



DATA PRIVACY POLICY

Version date: April 2025

LKO Accounting Ltd

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Data Retention Policy
Effective Date: April 2025

1. Introduction

LKO Accounting Ltd is committed to protecting the privacy of our clients and adhering to the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, use, and protect your personal data.

2. Data Collection and Processing

- **Purpose:**

We collect and process personal data for the legitimate purpose of providing our accounting services, including but not limited to: accounts preparation, tax return preparation, VAT processing, bookkeeping, and payroll.

- **Types of Data:**

We may collect and process various types of personal data, including:

- Contact information (name, address, email, phone number).
- Financial information (bank details, income, expenses).
- Tax identification numbers.
- Details of any services you have received from us.
- Correspondence and communications with you.

- **Lawful Basis:**

We process your personal data based on the following lawful bases:

- **Contractual Necessity:** To fulfil our contractual obligations to provide our accounting services.
- **Legitimate Interests:** For legitimate business purposes, such as marketing, business development, statistical analysis, and management purposes, provided that such interests do not override your rights and freedoms.
- **Legal Obligations:** To comply with our legal obligations, including those related to tax, accounting, and regulatory requirements.
- **Consent:** Where required, we may process your personal data based on your explicit consent, which you can withdraw at any time.

- **Data Accuracy:**

We will ensure that the personal data we hold is accurate and up to date. We will take all reasonable steps to promptly rectify or delete any mistakes or inaccuracies.

- **Data Minimization:**

We will only collect and process the personal data that is necessary for the purposes for which it was collected.

- **Data Retention:**

We will retain your personal data for as long as necessary to fulfill the purposes for which it was collected, including for the purposes of satisfying any legal, regulatory, tax, accounting, or reporting requirements.

- **Data Sharing:**

We may share your personal data with third parties, such as HMRC or other regulatory bodies, only when necessary to comply with our legal obligations or with your consent. We will never share your data with third parties for marketing purposes without your consent.

3. Data Security

- **Security Measures:**

We have implemented appropriate technical and organizational measures to protect your personal data against unauthorized or unlawful processing and against accidental loss, destruction, or damage.

- **Access Control:**

Access to your personal data will be limited to those employees and other third parties who have a business need to know in order to perform their job duties and responsibilities.

- **Confidentiality:**

All employees and third parties who handle your personal data are subject to a duty of confidentiality.

4. Data Subject Rights

Under UK GDPR, you have the following rights:

- **Right to Access:** You have the right to access the personal data we hold about you.
- **Right to Rectification:** You have the right to request that we rectify any inaccurate data we hold about you.
- **Right to Erasure:** You have the right to request that we erase your personal data, subject to certain exceptions.

- **Right to Restriction of Processing:** You have the right to request that we restrict the processing of your personal data.
- **Right to Data Portability:** You have the right to request that we provide you with your personal data in a portable format.
- **Right to Object:** You have the right to object to the processing of your personal data.

12. Contact

If you have any questions or concerns about this Data Privacy Policy or how your data is handled, please do not hesitate to contact us:

Email: info@lkoaccounting.com