

PK Audit LLP Privacy Statement

This privacy statement sets out how PK Audit LLP uses and protects any information that you give PK Audit LLP. PK Audit LLP is an associate of PK Group Ventures Ltd (PK Group) which is a holding company of PK Partners LLP, PK Financial Planning, PK Wealth and Alifa LLP. All the aforementioned companies are trading entities.

Data Protection is important to PK Audit LLP and we are committed to ensuring that your privacy is protected. PK Audit LLP is committed to transparency and it is important to us that you understand how we manage and process your personal data. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

PK Audit LLP may change this statement from time to time. You will be notified when changes are made. This statement is effective from October 2020. Should you have any questions, requests or concerns relating to your personal data privacy or the information in this statement, please contact our Data Protection Team: data.protection@pkgroup.co.uk.

General Data Protection Regulation (GDPR) means you have more control

GDPR is purely to do with how we manage and protect your data and will have no impact on the services we provide to you. We are still committed to delivering market-leading, multi-disciplinary financial planning services.

Personal data – What is it, and what will we do with it?

Personal data is information which directly or indirectly identifies you. At PK Audit LLP, we are committed to processing your personal data in accordance with EU data protection laws.

What kind of information will we collect?

We may collect certain personal data, which will aid us in delivering the services set out in our contract with you. This includes personal identity details, financial information, information given during interactions or correspondence, and sensitive personal data. It is important to note that we will only collect this with your contractual permission, unless we have a legal obligation or other lawful basis to do so.

We may also request information that requires your consent. If this is the case we will set out the details of how we intend to use the data, acquire your consent and identify how you can withdraw consent. You have the right to withdraw your consent at any time. If you wish to withdraw your consent, please contact our Data Protection Team at data.protection@pkgroup.co.uk.

How we collect your data

We may collect your personal data directly from you, as well as from other parties. This includes data from third parties, such as credit reference agencies, banks, suppliers, customers, stock takers, valuers and fraud prevention agencies.

What we will do with your data

The use of your data could include, but is not limited to, verifying your identity, providing you with services, conducting your audit or review or any contractual relationship with you, or administering surveys. We will also use it to help improve and keep you up to date with products and services we can provide to you.

Who will have access to your data?

We may disclose your data to a number of parties, including:

- Our affiliates across PK Group;
- Professional advisers, receivers and administrators and service providers;
- Courts, governmental and non-governmental agencies, law enforcement agencies, and regulatory authorities;
- Third parties that acquire, or may acquire a portion of the business;
- Credit Reference Agencies and Fraud Prevention Agencies;
- Registrars and custodians where regulations dictate.

Data protection outside the EU

We may process or hold your personal data outside of the EEA. In these cases where the country may not have the same EEA laws, we will make sure your personal data is protected in accordance with the applicable data protection laws.

Knowing your data rights

Under the EU data privacy laws, you have a right to request access to, change or object to processing of your personal data. You can ask us to provide you with the data we hold about you, and if you want to, for us to delete it. In special circumstances you can even request your data is transferred from PK Audit LLP to another firm.

Should you wish to do any of the above, or have any concerns please contact our Data Protection team at data.protection@pkgroup.co.uk. If we are not able to address your concerns and you are still unhappy you may be able to make a complaint to the Information Commissioners Office (<https://ico.org.uk>).

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at marketing@pkgroup.co.uk.
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under GDPR. If you would like a copy of the information held on you please write to PK Audit LLP, 1 Parkshot, Richmond, TW9 2RD or email our Data Protection Team at data.protection@pkgroup.co.uk.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, technical and managerial procedures to safeguard and secure the information we collect. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. In some cases, PK Audit LLP uses third parties to handle personal information on our behalf, e.g. IT providers who might store personal information on the cloud or access such information when checking the security of our network.

Products and services that are right for you

A better understanding of your circumstances through personal data will help us deliver more products, services and events that may be of interest. We may contact you periodically to provide information regarding the above and invite you to participate in market research. If applicable laws require it, we will always ask for your consent before we send you certain types of marketing communications.

Our promise to you

We will take steps to protect your personal data against loss or theft, as well as from unauthorised access, disclosure, copying, use or modification. We will retain your personal data for a period of at least 7 years from the end of the relationship or as long as we are required to for legal reasons to fulfil our record-keeping obligations, and will not retain personal data longer than is necessary, unless there is a legal reason for extended retention, such as any ongoing contractual liability we may have for advice provided.

We may revise or supplement our Privacy Statement from time to time to reflect any changes in our business, law, markets or the introduction of new technology. Should you have any questions, requests or concerns relating to your personal data privacy or the information in this statement, please contact our Data Protection Team at data.protection@pkgroup.co.uk or write to;

Data Protection Team

PK Audit LLP, 1 Parkshot, Richmond, Surrey, TW9 2RD