

Privacy Policy

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website.

Topics:

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What data do we collect?

Accountancy Bridge collects the following data:

- Personal identification information (Name, email address, phone number and any other data you provide)

How do we collect your data?

You directly provide Accountancy Bridge with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on our website or via email.
- Use or view our website via your browser's cookies.



How will we use your data?

Accountancy Bridge collects your data so that we can:

- Process your order, provide business services, and manage your account.
- Email you with details of other products and services we think are relevant.

Accountancy Bridge will share your data with our partner companies so that they may provide you with their products and services.

When Accountancy Bridge process your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

Accountancy Bridge securely stores your data on a cloud based Client Relationship Management (CRM) system, managed through Zoho Corporation BV (Zoho), Beneluxlaan 4B, 3527 HT Utrecht, The Netherlands. Zoho are certified to ISO27001:2013 and SOC 2 Type II.

If you have any concerns regarding the security of your data, we encourage you to write to the Zoho, Data Protection Officer at security@zohocorp.com

Accountancy Bridge will keep any sensitive personal data for a period up to 12 months. Once this period has expired, we will delete your data from our database.

Marketing

Accountancy Bridge will periodically send you information via email and post. This will include details of other products and services we think are relevant to your business. We do not sell any data on to any third parties and you may always opt out at a later date. You have the right at any time to stop Accountancy Bridge from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email us at hello@accountancybridge.com



What are your data protection rights?

Accountancy Bridge would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- **The right to access** – You have the right to request Accountancy Bridge for copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification** – You have the right to request that Accountancy Bridge correct any information you believe is inaccurate. You also have the right to request Accountancy Bridge to complete the information you believe is incomplete.
- **The right to erasure** – You have the right to request that Accountancy Bridge erase your personal data, under certain conditions.
- **The right to restrict processing** – You have the right to request that Accountancy Bridge restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** – You have the right to object to Accountancy Bridge's processing of your personal data, under certain conditions.
- **The right to data portability** – You have the right to request that Accountancy Bridge transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us using the below details.

Address: Accountancy Bridge Ltd, The Orangery, Enterprise Centre, Station Parade, Eastbourne, East Sussex, BN21 1BD

Contact number: 0333 772 9685

Email: hello@accountancybridge.com

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org

How do we use Cookies?

Accountancy Bridge uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What type of Cookies do we use?

There are several different types of cookies, however, our website uses:

- **Functionality** – Accountancy Bridge uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Accountancy Bridge uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

Accountancy Bridge sometimes shares some limited aspects of this data with third party Widgets or App's for analytical purposes. We may also share online data collected through cookies with our website partner, Wordpress. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage Cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other website

The Accountancy Bridge website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.



Changes to our Privacy policy

Accountancy Bridge keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 23rd October 2020.

How to contact us

If you have any questions about Accountancy Bridge's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Address: Accountancy Bridge Ltd, The Orangery, Enterprise Centre, Station Parade, Eastbourne, East Sussex, BN21 1BD

Contact number: 0333 772 9685

Email: hello@accountancybridge.com

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Accountancy Bridge has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

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

Contact number: 0303 123 1113

Live Chat: <https://ico.org.uk/global/contact-us/live-chat/>

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