

Bailams & Co (“The Firm”)

Privacy Policy

Introduction

Bailams Insolvency Practitioners Limited T/A Bailams & Co understands that the privacy of individuals is important that we care about how your personal data is used. We are committed to protecting and respecting your personal data and privacy.

We respect the privacy of everyone and only use personal data in ways as advised in this policy and for legitimate business use in accordance with our obligations and duties and your rights under this law.

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679 (The “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Data Controller

Bailams & Co is the trading name of Bailams Insolvency Practitioners Limited.

Company No: 06845250 (England & Wales)

Registered Office: Ty Antur, Navigation Park, Abercynon, CF45 4SN

We are regulated by the ACCA (Association of Chartered Certified Accountants) and members of R3 Business recovery.

We are also registered with the Information Commissioners Office and if you wish to receive further information regarding our privacy statement you should contact our offices on 01443 749768 or info@bailams.co.uk

Your rights under GDPR are:

GDPR provides the following rights for individuals:

- **The right to be informed**

The right to be informed about the way we collect and use your personal data should be covered in this policy, but you can request further information if required. It emphasizes the need for transparency over how we use personal data.

- **The right to access**

You are entitled to request details on what personal data we hold about you.

- **The right to rectification**

You have the right to have your data rectified and updated.

- **The right to erasure**

If there is no compelling reason for the personal data to be held, you have the right to request that it is erased. (Also known as the to be Forgotten)

- **The right to restrict processing**

You have the right to 'block' or suppress the processing by us of your personal data.

- **The right to Data portability**

You have the right to obtain and reuse your personal data for your own purposes across different services.

- **The right to object**

You have the right to object to us processing your data in relation to legitimate interests, direct marketing and/or processing for purposes of scientific/historical research and statistics.

- **The rights in relation to automated decision making and profiling**

Bailams & Co do not use your data in this way.

Data Collection

As a visitor of our website, you do not have to submit any personal information in order to use the website.

Personal data we process may include, but is not limited to, your name, address and email address. It also may include IP address and cookies (Website).

Bailams & Co collect personal information by way of engagement of services by way of appointment and/or instructions to act, website and networking.

How your data will be used

Under GDPR, we must have a lawful basis for using your personal data and it must be necessary for our professional duties and legitimate business interests.

We also use it to carry out our obligations arising from any contracts entered into between us and we do use social media to promote our business, but would not use your personal data in this way.

Disclosure of Information to third parties

We will only share your personal information with third parties were required by law, and where it is necessary to administer our working relationship with you or another legitimate business interest.

We sometimes contract to third parties to supply certain products or services, those third parties may require access to some or all of your personal data. This may be accountancy, pension advisors, tax advisors, IT Support, solicitors, and or agents. (This list is not limited to those categories).

Where we use third parties in this way, we will take steps to ensure that your personal data is handled safely, correctly and in accordance with these rules and your rights.

Data Retention

We will not keep your personal data for longer than necessary. We will hold records and data as required by statute, rules and regulations.

Once records are no longer required, they are disposed off appropriately.

Under GDPR you have the right to erasure under specific circumstances. A request for your personal data to be deleted will be decided on a case by case basis and must be submitted in writing to the contact details provided in this policy.

We only store and hold data within the EEA which consists of all EU member states.

Changes to your personal data

You have a duty to provide us with details of any changes to your personal data, and we must act on those changes appropriately.

Changes to this privacy statement

This statement will reviewed regularly and changes made regularly if required. We will not notify all parties of any changes, as it is maintained on the company website.

Complaints

You have the right to complain about the processing of your personal data. Please contact us using the details provided above. If you are still unsatisfied you have the right to complain to the [Information Commissioners Office](#)

If you have any queries in relation to this privacy policy you should contact the Data Protection Officer, Michelle Williams on 01443 749768 or michelle@bailams.co.uk or write to:-

Bailams & Co
Ty Antur
Navigation Park
Abercynon
CF45 4SN