

PRIVACY POLICY

All Needs Admin (A.N.A) is a small company providing Bookkeeping and administration services. We are open about how we store and process individuals' data and protect that information from the risks of a data breach. All Needs Admin is committed to protecting and respecting your privacy.

In order for A.N.A to carry out its business, A.N.A has to collect certain information. Data may include: Clients name, address, telephone number, email address and Bank details. We may also ask for proof of your identity, for example passport, driving license and proof of residence in order to comply with anti-money laundering regulations.

We collect personal information about you as and when you consent to us doing by utilising our online customer contact forms or signing our client agreement. A.N.A processes data in order to provide bookkeeping and administration services to you as a client, or to provide information about our services that you may have requested.

Personal data collected, recorded or used in any way, whether on computer or hard copy will be secured using our internal processes to ensure that we meet our obligations under the Data Protection Act 1998.

A.N.A will not share or disclose any personal information to third parties. However, should information need to be shared to a third party for a specific reason, this will not be done without prior consent from the client.

We will keep your personal data only as long as is necessary to conclude the purpose for which it was collected. Data will be securely destroyed when no longer required.

Customers will have the right to obtain information from A.N.A as to how and for what purpose your data is being used. We have put in place physical, electronic and managerial procedures in order to prevent unauthorised access or disclosure. You have the right to request a copy of any personal information we hold on you. Requests can be made by phone or e-mail:

Mob: 07753 222 511

Email: angelasearch.ana@gmail.com

If you require further information about how your personal data will be held and processed by A.N.A, please do not hesitate to contact us.

This privacy policy will be reviewed regularly to ensure it complies with any new legislation. This policy was last updated August 2019.