

# Taylor Aitken – Privacy Notice

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## Introduction

This document is the Privacy Notice of TA Associated Services (Lincs) Limited t/a Taylor Aitken. Privacy is important, we know that you care about how your personal data is used. We respect and value the privacy of all our customers and suppliers. It details how we store, process, and share your personal information. It is our aim to be fully compliant with the EU General Data Protection Regulation (“GDPR”).

## What is Personal Data?

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 as an identifier’.

Personal data is in simpler terms, any information about you that enables you to be identified. Obvious information such as your name and contact details is classed as personal data.

## Why We Store Your Personal Data

### Clients

Pursuant to the GDPR, we process Client personal data under the lawful basis of **contractual obligation**.

It is necessary that we store, process, and share your personal data so that we may fulfil our contractual obligations to you as a customer—that is, to provide our services, answer your questions, verifying identity and enabling third parties to deal with any issues.

### Creditors

In order for us to meet our Client’s contractual requirements they supply names, addresses, Reference Numbers and details of all outstanding liabilities in order that we can assess the situation and where necessary contact the supplier to discuss or negotiate ways forward as applicable.

### Client Employees

On very rare occasions we may have to be supplied with Employee details. These will include Name, Address, Date of Birth, Salary, Start Date, Termination Date, National Insurance Number, Outstanding Holiday entitlement. This would be supplied to a regulated Third Party in order to process payments.

We understand that some people may be reticent to disclose some of the above information. Rest assured that all personal information we collect is kept secure, and we only collect what is necessary to provide our services.

## **Refusing To Provide Your Data**

You are well within your rights to refuse to provide us with some or all of your personal data as detailed above. However, the quality and applicability of our services is heavily dependent upon the data which you choose to provide.

If you wish to refuse to provide some of your personal data, you must make this clear to us at the time of discussing your requirements, before you formally instruct us.

## **Sharing Your Personal Data**

In the course of providing our services to you we may need to share your data with trusted third parties. We only share your data with third parties who have confirmed to us that they are fully GDPR compliant.

However, we may also be obliged to share your data with the Police (to comply with the Proceeds of Crime Act 2002), HMRC, Insolvency Service, National Crime Agency or with law enforcement agencies.

### **Data Shared with Insolvency Practitioners.**

As part of our services it may be necessary to supply information to a regulated Insolvency Practitioner in order for them to deal with matters going forward. Prior to any involvement these businesses / Individuals will be checked to ensure that their GDPR Policies are sufficient and comply with Legislation.

### **Data Shared with Creditors**

It may be necessary whilst dealing with a Clients' situation that we have to share financial information with a Creditor(s) in order to negotiate and make settlement of their outstanding account.

### **Data Shared Obtained from HM Land Registry**

As part of providing our services to you, it may be necessary for us to undertake a search with HM Land Registry ("HMLR") against your property or properties located within England, Wales or Scotland.

When we do this, we only enter the address details you have provided to us. This data is inputted into their secure "e-services portal" website where it is encrypted in transit.

## **How We Store and Protect Your Personal Data**

Any of your personal data which is stored on our computers is encrypted and accessible only by authorised staff members.

Paper documentation is stored in locked cabinets

## **Our Website**

Our company website is located at <https://www.tayloraitken.co.uk/>

**Links** - Please be aware that any links to external sites are developed by people over whom we have no control, every effort has been made to ensure that the third party is GDPR compliant but their privacy statement may mean further information is collated. This Privacy Policy therefore only applies only to Taylor Aitken & its' site.

**Cookies** - Cookies are small data files stored on your computer as you browse the Internet. Some websites use these to temporarily store data for various reasons, such as showing you adverts or allowing you to make purchases online.

Our website only uses one cookie, to track whether you have agreed to the use of cookies, as is required by the Privacy and Electronic Communications Regulations.

Our website does not collect or store any personal data in the form of cookies.

## **Data Retention**

We only store personal data for as long as it is necessary to do so. Client files are normally destroyed 6 years following finalisation of work.

## **Marketing**

We do not utilise personal details and undertake marketing. Our communications are in respect of a current case or general information that we believe a Client may find useful.

## **Your Rights and How to Exercise Them**

Under the GDPR you have the following rights:

- The Right to be informed
- The Right of access
- The Right to rectification
- The Right to erasure
- The Right to restrict processing
- The Right to data portability
- The Right to object

To learn about your rights in more detail—or if you wish to lodge a complaint with a supervisory authority—we refer you to the Information Commissioner's Office at <https://ico.org.uk>

If you wish to exercise your rights under the GDPR, or for any other relevant queries, please email our Compliance Administrator at [admin@tayloraitken.co.uk](mailto:admin@tayloraitken.co.uk).

Should you believe that any of the personal data we hold about you is inaccurate, you should contact us immediately and we will rectify it as soon as possible.

Changes to this document may be made from time to time. It is published in its entirety on our website at <https://www.tayloraitken.co.uk/>

Our contact details are as follows:

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**If you have any questions about this document or if you wish to make a Subject Access Request or exercise any of your other rights under GDPR, please email [admin@tayloraitken.co.uk](mailto:admin@tayloraitken.co.uk)**

## **Disclaimer**

Although we do our utmost to prevent any infringement in any form, as Internet communications are capable of data corruption, Taylor Aitken does not accept any responsibility for changes made to messages after being sent. Please note that Taylor Aitken does not accept any liability or responsibility for viruses and it is your responsibility to scan attachments (if any). Opinions and views expressed in an e-mail are those of the sender and may not reflect the opinions and views of Taylor Aitken.

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