

# Kearney Naughton & Co

## Privacy Notice

### Who We Are

Kearney Naughton & Co gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Kearney Naughton & Co's registered office is at 1 Dolans Yard, Main Street, Roscommon. Our designated Data Protection Officer/Compliance Officer for the organisation is John McHale, and we can be contacted at 1 Dolans Yard, Main Street, Roscommon.

### Information That We Collect

Kearney Naughton & Co processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

#### ***The personal data that we collect from is: -***

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone Number
- Skype Address
- PPSN Number
- Passport Number
- Driver's License Number
- Special Category Data (*i.e. health/medical information, details about religion, sexuality, gender etc*)

#### ***We collect information in the below ways: -***

- **Information received directly from our clients in the form of clients Books and records.**
- **Information received in the form of e-mail from clients.**
- **Information received from your employer, provided to us so we can perform payroll services**

- E-mail information provided by you when you subscribe to our mailing list.
- Information received from job applicants from CV's they submit to us.
- Information received from clients solicitors in connection to their tax and accounting affairs.

### **How We Use Your Personal Data (Legal Basis for Processing)**

Kearney Naughton & Co takes your privacy very seriously and will never disclosure, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- *We collect your personal data in the performance of a contract or to provide a service and to ensure that your accounts completed and can be sent out to your preferred address*
- *We collect and store your personal data as part of our legal obligation for business accounting and tax purposes*

### **Your Rights**

You have the right to access any personal information that Kearney Naughton & Co processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly form you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Kearney Naughton & Co uses third-parties to provide the below services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures. We share your personal data with the following categories:

#### **Accountancy**

For tax purposes, we share your personal data with our accountant. This includes sharing invoices with your details for the purpose of completing our end of year accounts. Our accountant is located in Ireland.

### **Safeguarding Measures**

Kearney Naughton & Co takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to Kearney Naughton & Co, however, as this information is required for [us to provide you with our services/deliver your products], we will not be able to offer some/all of our products or services without it.

### **How Long We Keep Your Data**

Kearney Naughton & Co, retains your personal data for as long as necessary to provide you with our services as our client. Kearney Naughton & Co are required under tax laws to keep your personal data for 6 years, Accounting records for a period of 6 years after the end of the financial year.

### **Special Categories Data (if applicable)**

Owing to the products, services or treatments that we offer, Kearney Naughton & Co sometimes need to request sensitive personal information from you to in order to ensure we can provide you with the best accounting and tax advice. Where we collect sensitive personal data, we will only request the information required for the specified purpose.

### **Lodging A Complaint**

Kearney Naughton & Co only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

**John McHale**  
**Kearney Naughton & Co**  
**1 Dolans Yard, Main Street, Roscommon**  
**090 6626513**  
**info@kearneynaughton.ie**

Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois,  
Ireland R32 AP23  
+353 (0) 57 8684800  
info@dataprotection.ie

### **Changes to our privacy notice**

**Kearney Naughton & Co** may change this notice from time to time. All changes will be posted and updated here. We will notify you directly by email (if we hold one for you) if any significant changes occur. We advise you to check back here frequently to review the most current version of this notice.

This Statement was last updated on **22<sup>nd</sup> May 2018**.