



Devonports Accountants Limited is based at Cumberland House, 24-28 Baxter Avenue, Southend-on-Sea, Essex SS2 6HZ. We may process “personal data” (as defined in UK data protection legislation) as part of our contracted services and/or on our administration supporting these contracted services. We may also process data “in compliance with a legal obligation” with respect to tax matters. We may process data on staff and/or contacts (either in client companies or suppliers). The security of all data is important to us as a company and all feasible security measures are in place. As part of our service offering, we may from time to time transfer personal data to countries outside the European Economic Area (EEA). Whenever we transfer your personal data out of the EEA, we ensure the same degree of protection is afforded to it. We do utilise private cloud-based services. Data are held as long as they remain relevant to the purpose for collection. Once no longer required, (whether on paper or electronic format), data are deleted by secure means.

Data may be shared with third parties as part of our contracted services and/or if we are required by law to do so. “Third parties” may include specialist contractors we may include in specific projects for clients. We cannot accept any liability for any processing conducted by a third party outside our remit.

None of the above affects your rights under the legislation, in particular your right to access the data we hold on you. If you wish to request a copy of your data, please submit it in writing/email to the Company. Please include enough information to enable us to identify you and search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the company in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner’s Office (ICO):

The Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF