

Privacy Policy / Transparency Notice

Version 1.1 | Dated: 23rd May 2018

Maidment Judd Insolvency Ltd is a licensed insolvency practitioners who are appointed to carry out work in England & Wales. Maidment Judd Insolvency Ltd complies with The Provision of Services Regulations 2009. Maidment Judd Insolvency Ltd is a “data controller” and therefore responsible for the data we collect and retain.

Who is this notice for?

This notice is for all past, existing and prospective Maidment Judd clients including their staff and representatives, third parties acting on behalf of our clients, prospective new clients and their representatives, service providers and individuals or corporate clients who request information from us.

What is a Data Controller?

The “data controller” means the person or organisation who decides the purposes for which and the way in which any personal data is processed.

The data controller is Maidment Judd Ltd, The Old Brewhouse, 49-51 Brewhouse Hill, Wheathampstead, St Albans, Herts AL4 8AN.

The data protection officer is Cathy Roberts, Office Manager who can be contacted at the above address or on croberts@maidmentjudd.co.uk or by calling 01582 465220.

What is personal data?

Personal data relates to any information about a natural person that makes you identifiable which may include (but is not limited to):

- Names and contact information such as emails and telephone numbers
- National Insurance Numbers
- Employment history
- Employee numbers
- Payroll and accounting data

What is sensitive personal data?

Sensitive personal data refers to the above but includes genetic data and biometric data. For example:

- Medical conditions
- Religious or philosophical beliefs and political opinions
- Racial or ethnic origin
- Convictions
- Biometric data (eg photo in an electronic passport)

What information do we collect about you and why?

Maidment Judd Insolvency Ltd as a Data Controller, is bound by the requirements of the General Data Protection Regulations (GDPR).

We process the information you provide to us to enable us to be the appointed office holder (e.g. Liquidator, Administrator, Supervisor, Trustee) as defined in our Letter of Engagement and supporting documents and for other related purposes including;

- Names, titles and contact information such as emails and telephone numbers for individuals, business owners, Directors and their employees and business contacts- to create client files
- Anti Money Laundering information - a legal requirement.
- Bank details – for distributions and client payments
- Payroll and accounting data – for our investigations / statutory returns / legal regulatory compliance

How do we collect the data?

Maidment Judd obtain the personal data directly from you upon initial enquiry about our services. Further data is obtained following the letter of engagement and upon our appointment.

Additional data may be obtained via Companies House, HMRC and other public sources deemed necessary to fulfil our appointment.

How will we use the information about you and why?

At Maidment Judd we take your privacy seriously and will only use your personal information to provide the services you have requested from us, detailed in your Letter of Engagement and supporting documents as we have identified above. We will only use this information subject to your instructions, data protection law and our duty of confidentiality.

We may receive personal data from you for the purposes of our money laundering checks, such as a copy of your passport. This data will only be processed for the purposes of preventing money laundering and terrorist financing, or as otherwise permitted by law or with your express consent.

Who will we share your information with and why?

Our work for you may require us to pass your information to our third-party service providers, agents, accountants, valuation companies, solicitors and other associated organisations for the purposes of completing tasks and providing the services to you and /or the legal entity/company over which we are appointed office holder on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service. These third party service providers then become data controllers for their own purposes and take responsibility for their usage of your data.

We will not share your information for marketing purposes with companies so that they may offer you their products and services.

Maidment Judd and data processors

A “data processor” is a person or organisation which processes personal data for the controller. Data processing is any operation or set of operations performed upon personal data. Examples of data processing explicitly listed in the text of the GDPR are: collection, recording, organising, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing by transmission, disseminating or making available, aligning or combining, restricting, erasure or destruction.

Maidment Judd have data processors for the external storage of client files. This service includes

- the collection, delivery and storage of paper files and documents only
- cloud based hosting of soft copy documents files and CRM database

Contractual agreements listing the responsibilities and demonstrating compliance have been created with data processors to keep your information secure.

How do we store your data safely?

Access is limited to the data held and only available to the trained employees of Maidment Judd. IT security is current and maintained by external specialists. In the event of a security breach the ICO will be notified.

Transferring your information outside of Europe

Maidment Judd will not transfer any data outside of Europe.

How long will we hold your data for?

Once appointed we will hold your data for 10 years in line with our regulatory requirements. After this time the data is securely destroyed.

Access to your information, correction, portability and deletion

What is a Subject Access Request?

- This is your right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email or write to us at the following address: Hayley Maddison, Maidment Judd 49-51 Brewhouse Hill, Wheathampstead, Herts AL4 8AN. We will respond to your request within one month of receipt of the request.

We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate by emailing enquiries@maidmentjudd.co.uk or writing to the above address.

Objections to processing of personal data

It is your right to lodge an objection to the processing of your personal data if you feel the “ground relating to your particular situation” apply. The only reasons we will be able to deny your request is if we can show compelling legitimate grounds for the processing, which override your interest, rights and freedoms, or the processing is for the establishment, exercise or defence of a legal claims.

If you feel that your personal data has been processed in a way that does not meet the GDPR, you have a specific right to lodge a complaint with the relevant supervisory authority. The supervisory authority will then tell you of the progress and outcome of your complaint. The supervisory authority in the UK is the Information Commissioners Office and their contact telephone number is Tel: 0303 123 1113.

Changes to our Privacy Policy / Transparency Notice

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 23rd May 2018 and the Version number is 1.1 in line with the new GDPR guidelines.

How to contact us

Please contact us if you have any questions about this policy at enquiries@maidmentjudd.co.uk