

Confidentiality Policy

Office Stuff is committed to safeguarding the privacy of its clients, and this policy sets out how we will treat the information we hold about you, about your clients, and about any work we carry out on your behalf.

We may collect, store and use information that you provide to us for the purpose of carrying out any work you ask us to do for you. This includes your name, company name, address, telephone number and email address, and the name, company name, address, telephone number and email address of your clients.

Office Stuff will NOT provide information about you, or your clients, to any third party unless you specifically request us to do so. However, we may disclose information held about you or your clients to the extent that we are required to do so by law in connection with any legal proceedings or prospective legal proceedings; in order to establish, exercise or defend our legal rights including providing information to others for the purposes of fraud prevention and reducing credit risk; and to the purchaser or prospective purchaser of any business or asset which we are or are contemplating selling.

We will take every reasonable technical and organisational precaution to prevent the loss, misuse or alteration of your own personal information and that of your clients. We cannot, however, guarantee the security of information sent over the internet.

Any documents containing personal and/or financial details, relating to you and/or your business and/or that of your clients will be held for a maximum period of one year following the end of the agreement after which they will be destroyed. At the end of the contract, all electronically held data will be transferred back to you or erased.

In simple terms, this means that at the end of our agreement with you, after a period of one year and provided our invoice(s) have been paid in full, we will destroy any documentation we hold in our files about you and/or your clients. Upon your specific written instructions any information we hold about you/your clients on computer will be copied to disk and sent to you before being erased.

Office Stuff is registered with the Information Commissioner under the provisions of the Data Protection Act 1998, registration Z1387581.

Office Stuff is registered with HM Customs & Excise as an Accountancy Service Provider under the Money Laundering Regulations 2007, registration 12446946, in respect of book-keeping services.

You may request us to provide you with any personal information we hold about you and/or your client. Provision of such information will be subject to the payment of a fee, currently £10.00.

For the confidential destruction of paper documentation Office Stuff uses a cross-cut shredder and disposes of the waste in an environmentally-friendly manner.