

## GDPR Privacy Policy

Fuller Figures Bookkeeping

Bookkeeping with Heart

Effective Date: 16/02/2026

Business Name: Fuller Figures Bookkeeping

Contact Email: [bookkeeping@fullerfigures.uk](mailto:bookkeeping@fullerfigures.uk)

Website: [www.fullerfigures.uk](http://www.fullerfigures.uk)

Data Controller: Fuller Figures Bookkeeping

### 1. Introduction

Fuller Figures Bookkeeping is committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, store and protect personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. Information We Collect

We may collect and process the following types of personal data:

Name and business name

Contact details (email address, telephone number, business address)

Financial information necessary for bookkeeping services

VAT registration details

HMRC-related information

Identification documents (for Anti-Money Laundering compliance)

Website enquiry form submissions

We only collect information necessary to provide our services or comply with legal obligations.

### 3. How We Use Your Information

We process personal data for the following purposes:

To provide bookkeeping services

- To prepare and submit VAT returns (if applicable)
- To comply with Anti-Money Laundering regulations
- To communicate with HMRC on your behalf
- To respond to enquiries
- To maintain accurate financial records
- To comply with legal and regulatory obligations

#### 4. Legal Basis for Processing

We rely on the following lawful bases:

- Contractual obligation (to deliver agreed services)
- Legal obligation (HMRC and AML requirements)
- Legitimate interests (operating and improving our business)
- Consent (for website contact forms or marketing, if applicable)

#### 5. Data Sharing

We may share your information with:

- HM Revenue & Customs (HMRC)
- Your appointed accountant (with permission)
- Cloud software providers (e.g., Xero)
- Regulatory bodies (e.g., AAT) where required by law

We do not sell or trade your personal data.

#### 6. Data Security

We implement appropriate technical and organisational measures to protect personal data, including:

- Secure cloud-based accounting software
- Password-protected systems
- Two-factor authentication where available

Secure storage of identification documents

Encrypted devices

## 7. Data Retention

We retain client records in accordance with legal and regulatory requirements, typically:

Six years for accounting records

Five years for Anti-Money Laundering records

After this period, data will be securely deleted or destroyed.

## 8. Your Rights

Under UK GDPR, you have the right to:

Access your personal data

Request correction of inaccurate data

Request deletion (where legally permitted)

Restrict processing

Object to processing

Lodge a complaint with the Information Commissioner's Office (ICO)

ICO website: [www.ico.org.uk](http://www.ico.org.uk)

## 9. ICO Registration

Fuller Figures Bookkeeping is registered with the Information Commissioner's Office (ICO).

Registration Number: ZC011826

## 10. Contact

If you have any questions regarding this policy or your data, please contact:

[bookkeeping@fullerfigures.uk](mailto:bookkeeping@fullerfigures.uk)