

Privacy Policy

Introduction

This Privacy Policy outlines Soteria Accountancy Limited's ("us", "we", "our" or "the Company") practices with respect to information collected from users who access our Website (www.soteriaaccountancy.co.uk/) ("Website") or otherwise share personal information with us (collectively: "Users").

Grounds for data collection

Processing of your personal information (i.e. any information which may potentially allow your identification through reasonable means ("Personal Information") is necessary for the performance of our contractual obligations towards you and providing you with our services, to protect our legitimate interests and for compliance with legal and financial regulatory obligations to which we are subject.

When you use the Website, you consent to the collection, storage, use, disclosure and other uses of your Personal Information as described in this Privacy Policy.

What information do we collect?

We collect two types of data and information from "User"s.

The first type of information is un-identified and non-identifiable information pertaining to a User(s), which may be made available or gathered via your use of the Website ("Non-personal Information"). We are not aware of the identity of a User from which the Non-personal Information was collected. Non-personal Information which is being collected may include your aggregated usage information and technical information transmitted by your device, including certain software and hardware information (e.g. the type of browser and operating system your device uses, language preference, access time, etc.) in order to enhance the functionality of our Website. We may also collect information about your activity on the Website (e.g. pages viewed, online browsing, clicks, actions, etc.)

The second type is "Personal Information" which is individually identifiable information, namely information that identifies an individual or may, with reasonable effort, identify an individual. Such information includes:

- **Device Information:** We collect Personal Information from your device. Such information includes geolocation data, IP address, unique identifiers (e.g. MAC address and UUID) and other information which relates to your activity through the Website.
- **Registration information:** When you register with our Website you will be asked to provide us with certain details such as: full name; email or physical address, and other information.
- **Contact information** which is individually identifiable information, namely information that identifies an individual. Such information includes Personal Information willingly given by you when filling in and submitting a form on our Website, for instance to request a call back.

GDPR Data Protection Rights

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.
- If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.