

Privacy Policy for AdminBooks

Version: 1.0

Last Updated: 01/04/2025

AdminBooks is committed to protecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal data when you interact with us, including through our website, consultation bookings, and service delivery.

1. Who We Are

AdminBooks is a UK-based sole trader business providing bookkeeping, VAT, payroll, and administrative support services to businesses of all sizes. We are registered with the Association of Accounting Technicians (AAT). We are licensed and regulated by AAT and follow their Professional Code of Ethics, including confidentiality, integrity, and professional conduct in handling client data.

Contact Details:

Email: info@adminbooks.co.uk

Website: www.adminbooks.co.uk

2. Definitions

• Personal Data:

Any information relating to an identified or identifiable living individual. This may include names, email addresses, identification numbers, IP addresses, or any information linked to a person.

• Data Subject:

The person to whom the personal data relates.

• Processing:

Any action taken with personal data, such as collection, storage, use, sharing, or deletion.

• Data Controller:

The person or organisation that determines the purpose and method of data processing.

• Cookies:

Small files placed on a user's device by websites to store preferences and track user actions.

• Data Protection Legislation:

The UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and related privacy laws.

3. What Data We Collect

We may collect the following personal data from you:

- Name
- Email address
- Phone number
- Business name and details
- Appointment and consultation history
- Any other information you provide during our consultation or via forms

This data may be collected when:

- You book a consultation via our Microsoft Bookings page
- You fill in a form on our website
- You contact us directly via email or phone
- You engage with our services

4. How We Use Your Data

We only collect and use your data for legitimate business purposes, including:

- To schedule and deliver your consultation or services
- To respond to your enquiries
- To issue invoices and manage payments
- To follow legal or regulatory requirements (e.g., AAT or HMRC obligations)
- With your consent, to follow up with service offers or information

We do not sell or share your personal data with third parties for marketing purposes.

5. Lawful Basis for Processing

We rely on the following legal grounds under the UK GDPR:

- Consent – When you voluntarily provide data (e.g., consultation booking)
- Contract – To fulfil our service agreement with you
- Legal obligation – To follow tax or regulatory requirements
- Legitimate interests – For necessary business administration

6. How We Store and Protect Your Data

All data is stored securely through Microsoft 365, including Outlook and Microsoft Bookings.

Access to client data is restricted to authorised personnel only.

We use strong passwords, multi-factor authentication, and up-to-date antivirus protection.

We retain financial records and client data for at least 6 years, in line with HMRC requirements. In some cases, we may retain data longer if required for regulatory compliance or ongoing business needs.

7. Your Data Rights

Under GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion (“the right to be forgotten”)
- Restrict or object to processing
- Data portability

To exercise any of these rights, please email info@adminbooks.co.uk. We will respond within 30 days.

8. Cookies and Website Analytics

Our website may use cookies or analytics tools (e.g., Google Analytics) to improve functionality and user experience. You can control cookie preferences in your browser settings.

9. Third-Party Tools We Use

We use trusted services to process and store your data securely:

- Microsoft 365 (Outlook, Bookings, Forms, OneDrive)
- Xero (for bookkeeping and accounting)
- Google Workspace (optional tools such as forms or analytics)

Each of these providers is GDPR-compliant and maintains high security standards.

Some of our third-party service providers may store or process data outside the UK. We ensure that such providers maintain adequate safeguards in compliance with the UK GDPR, including standard contractual clauses or data adequacy decisions.

10. Complaints

If you believe your data has not been handled appropriately, please contact us at info@adminbooks.co.uk so we can investigate and resolve the issue.

If you are not satisfied with our response, you have the right to lodge a complaint with the UK’s data protection authority:

Information Commissioner’s Office (ICO)

 Website: www.ico.org.uk

 Telephone: 0303 123 1113

11. Updates to This Policy

This policy may be updated from time to time to reflect changes in regulations or business practices. The latest version will always be available at www.adminbooks.co.uk/privacy

12. Contact Us

If you have any questions about this policy or how your data is handled, please contact:

AdminBooks

Tel: 0121 269 7845

Email: info@adminbooks.co.uk

Website: www.adminbooks.co.uk