



Privacy Notice Online

Taparia Consultants Limited

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TAPARIA CONSULTANTS LTD

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TAPARIA CONSULTANTS LTD

1 Introduction

Taparia Consultants Limited is committed to respecting our customers' privacy and protecting their personal information from misuse or un-authorized disclosure and complying with privacy laws. Taparia Consultants Limited values its reputation and aims to maintain high ethical standards in the conduct of our business affairs.

This privacy policy explains how we use any personal information we collect about you when you use this website.

2 Business Summary

Taparia Consultants is a Professional Services company, specialising in the business area of Accountancy and Business Advisory Services and provide the following services:

- Audit
- Bookkeeping and Accounting
- Business Planning
- Business Start UP
- Company Secretarial
- Self-Assessment
- Corporate Advisory
- Corporate & Personal Tax Planning
- Human Resources
- Payroll
- VAT
- Legal and Other Services
- Family office functions

Taparia Consultants Limited employs 6 staff and is based in Middlesex UK and 2 staff based in New Delhi, India



TAPARIA CONSULTANTS LTD

3 Organisation Contact Details

Data Controller Details	
Email Address:	sudhir@taparia.co.uk
Telephone Number:	01895 520052
Postal Address	Watersmeet
	Willow Avenue
	New Denham Uxbridge
	UK
	UB9 4AF
Registrations	Audit (ICAEW)
	Firm No: C002788421
	Office No: L007349129
Third Party data processors	Taparia Consultants
	305 Hemkunt Towers
	Nehru Place, New Delhi -110019 India
	COP : 085180 (ICAI)
	Neetu@taparia.co.uk
	Intax Corporate Services
	Office 1, 5 old Dublin Road, Stillorgan
	Dublin , Ireland A94 K1H5
	Javid@taparia.co.uk
Professional Indemnity Insurance	QBE Policy No. 00033709PIC

Data Protection Officer Details	
Name:	Neetu Taparia
email Address:	neetu@taparia.co.uk
Telephone Number:	01895 520052

4 Data We Collect - Online Services

This Privacy Policy relates to our use of any personal information we collect from you via the following online services

From our website:



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www.taparia.co.uk

and from emails sent to us via our website's associated contact address:

sudhir@taparia.co.uk

Depending on which of our services you use we may collect the following information

- From any emails you send to our contact email address we will collect all the information you write in the email and any information in attachments.
- Please Note: Emails sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.
- When you visit www.taparia.co.uk we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out such things as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.
- Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

5 When, Why and How we gain Consent (Legal Basis)

We will not collect any information about you without your explicit consent:

We will ask your consent every time we collect personal information such as when you use our contact email address from our Contact Us section on our website. We will explain in a clear and simple terms why we want to collect your information and what we will do with it before seeking your consent, so you are fully informed. and you will be given a clear and unambiguous option to opt in to any communications or services we might want to offer you



6 Why we Collect Personal Data

We collect information about you, so we can respond to your enquiries and messages you send us via our contact email address.

If you use any of our services then we will collect information about you to help us manage your account and so that we may perform the services you have requested, to get in touch if we need to tell you about something like a change to our policies or issues with a service.

Once you have provided your information in relation to us providing any services then we may retain it for business, regulatory and legal purposes.

7 How will we use your data

1. To facilitate the creation of your account with the Service, to secure and personalize your interaction with the Service, and to provide the Services you have requested;
2. To send you a welcome email to verify ownership of the email address provided when your account was created with the Service;
3. To send you administrative email notifications, such as security or support and maintenance advisories;
4. We may also use the personal information you provide to contact you regarding your use of the Service or to solicit feedback;
5. When you communicate with us using one of the methods described in this Privacy Policy, we may also keep a record of the time and date of any correspondence, and also organize this correspondence in one or more of an electronic filing system, an email system or a customer relationship management system;
6. We link this personal information to data about the way you use our Service and the pages you visit to help enhance, improve, operate, and maintain our Service, our platforms, websites, and other systems;
7. To prevent fraudulent use of our Service and other systems;
8. To prevent or take action against activities that are, or may be, in violation of our Terms and Conditions or applicable law;



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9. We may also use the personal information you provide for direct marketing of our Services to you. We allow you to opt-out from receiving marketing communications from us as described in the “Communication choices” section below, and at the time you sign up and create an account with the Service. Even if you opt-out, we may continue to send you administrative emails, including, for example, periodic updates to this Privacy Policy;

10. Our monitoring feature may collect personal information from news stories, articles, press releases or other content on the internet, and we may use this information for the legitimate business purposes of contacting data subjects directly or providing this personal information to our customers for their own purposes;

11. To display personalized or targeted content to you, and to display targeted advertising on third party websites;

12. For internal product development purposes to develop new products and services, and to improve existing ones;

13. To respond to your inquiries related to employment opportunities with us, or other general inquiries.

Legal basis for processing in the EU and the United Kingdom

If you are resident in the EU or the United Kingdom, we need to inform you about the legal basis on which we collect and use your personal information. In the EU and the United Kingdom, the purposes for which we process your personal information are:

Where we need to perform the contract, we are about to enter into or have entered into with you for the Service;

For the purposes of legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;

- Where you have given consent to the processing for one or more specific purposes; and
- Where we need to comply with a legal or regulatory obligation in the EU and the United Kingdom.

The legal basis depends on the category of personal data being processed, and the purpose for that processing. The following table indicates each category of personal data we process, and the legal bases we rely on to do so. Where legitimate interest has been used as the legal basis for processing, the specific legitimate interest we use has been described. Please contact us if you need details about the specific legal basis



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we are relying on to process your personal data where one or more legal bases has been indicated.

Category of Personal Data

Legal Basis for Processing

Contact and account information

The performance of a contract and to take steps prior to entering into a contract;

Our legitimate interests, namely, administering the Service, for marketing purposes and communicating with users.

Your consent to authorize the processing of your personal information in Third Countries.

Online Inquiries and Correspondence

Legitimate interest, namely for marketing purposes and to respond to inquiries.

Your consent to authorize the processing of your personal information in Third Countries.

Contact information for journalists, public relations agency staff, or other authors

Legitimate interest, namely, to help our customers understand the effectiveness of their PR campaigns and other marketing. Employee candidate information Legitimate interest, namely for considering your application for employment with us.

Your consent to authorize the processing of your personal information in Third Countries.

The data we collect through our contact email address may be processed by one or more of the following:

Our trusted 3rd party service provider

Our Accountancy partners

8 How we store your data

We securely store your data. We only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. Where you have consented to us using your details for direct marketing,



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we will keep such data until you notify us otherwise and/or withdraw your consent. Once this time period has expired, we will delete your data.

When we obtain personal information about you, we may process and store the information outside of the country in which you are located, including in the United States. The countries in which we process the information may not have the same data protection laws as the country in which you are located. If you are using the Site or Services from the European Union (“EU”), the United Kingdom, Asia, or any other region with laws or regulations governing personal data collection, use, and disclosure, that differ from United States laws, please note that you are transferring your personal data to the United States which does not have the same data protection laws as the EU, the United Kingdom, and other regions, and by providing your personal data you permit the use of your personal data for the uses identified above in accordance with the Privacy Policy. For the purposes of Data Protection Legislation, countries that are deemed to not provide adequate protection are referred to as third countries (“Third Countries”) in this Privacy Policy. You consent to have your personal data transferred to and processed in the United States and other countries.

The GDPR provides different tools to frame data transfers from the EU to a third country:

- sometimes, a third country may be declared as offering an adequate level of protection through a European Commission decision (‘Adequacy Decision’), meaning that data can be transferred with another company in that third country without the data exporter being required to provide further safeguards or being subject to additional conditions. In other words, the transfers to an ‘adequate’ third country will be comparable to a transmission of data within the EU.
- in the absence of an Adequacy Decision, a transfer can take place through the provision of appropriate safeguards and on condition that enforceable rights and effective legal remedies are available for individuals. Such appropriate safeguards include:
 - in the case of a group of undertakings, or groups of companies engaged in a joint economic activity, companies can transfer personal data based on so-called binding corporate rules;
 - contractual arrangements with the recipient of the personal data, using, for example, the standard contractual clauses approved by the European Commission;



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- adherence to a code of conduct or certification mechanism together with obtaining binding and enforceable commitments from the recipient to apply the appropriate safeguards to protect the transferred data.
- finally, if a transfer of personal data is envisaged to a third country that isn't the subject of an Adequacy Decision and if appropriate safeguards are absent, a transfer can be made based on a number of derogations for specific situations for example, where an individual has explicitly consented to the proposed transfer after having been provided with all necessary information about the risks associated with the transfer.

Marketing

We would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies.

If you have agreed to receive marketing, you may always opt out later by unsubscribing from the link in any email communications.

What are your 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 us for 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 us to 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 at our email:



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Call us at: 01895 520052

Or write to us: Sudhir@taparia.co.uk

9 How long do we keep your data

The data referenced above in section 4 - Data We collect is kept in line with our Company Retention Policy. You can request a copy by contacting our DPO:

Data Protection Officer Details	
Name	Neetu Taparia
email Address:	neetu@taparia.co.uk
Telephone Number:	01895 520052

We will only retain your personal data for a limited period of time. This will depend on a number of factors, including:

- Any positive activity on your record. Positive activity means that you open, read, interact with us through any of the communication methods that you or we use to communicate with you or us
- If we have recorded no positive activity from you after 6 months your record will become dormant. If there is no positive activity from you within 12 months we will delete your records
- Whether we are in a legal or other type of dispute with each other or any third party
- Whether we are asked by you or any regulatory authority to keep your personal data for a valid reason

10 Data Sources - where did you get my data

Any and all data in respect of - Data We Collect, is collected directly from you, the individual.



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We do not collect any of your personal data from any other sources. This includes any publicly accessible list and or data sources, whether in the public domain or if we have a legitimate interest to be able to access those sources legally

11 Do we have a statutory or legal right to hold this data?

We have no statutory or legal right to hold the data you have provided and detailed in respect of - Data We Collect.

We rely on consent to collect and store this data and uphold all of the individual's rights and freedoms with respect personal data given by consent.

See section - Your Rights as an Individual in Respect of the Data We hold

12 Automated Decision Making, Profiling, and what that means for you

Any and all data in respect of - Data We Collect, is not subject to any automated decision making.

We do not profile you using your data, any actions taken by us or our systems are as a direct result of explicit requests or consents you have chosen.

There are no foreseeable consequences of any significance in respect of providing the data or being removed from the records, except that we will not be able to contact you.

13 Your Rights as an Individual in Respect of the Data We hold

We respect the rights and freedoms of individuals and as such we would like to make you aware of the following.



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You have the right to:

Right to access – you can ask us whether we’re processing your personal data, including where and for what purpose. You can also request an electronic copy of your personal data free of charge

Right to restrict processing – in certain circumstances, you can ask us to restrict our use of your personal data

Right to rectification – you can already ask us to correct inaccurate personal data we hold about you

Right to erasure (right to be forgotten) – in certain circumstances, you can ask us to erase your personal data

Right to data portability – you can ask us to provide you with a copy of your personal data in a commonly used electronic format so that you can transfer it to other businesses

Right to object to automated decision-making – in certain circumstances, you can ask us not to make automated decisions about you based on your personal data that produce significant legal effects

Right to lodge a complaint – you can lodge a complaint with us or your local data protection authority

To find out more or to exercise your rights above please contact our Data Protection Officer or Data Controller via any of the channels provided.

You also have the right to lodge a complaint with the ICO and their contact details are as follows:

<https://ico.org.uk/concerns/handling/> or call the ICO on 0303 123 1113