



The director of DAT Bars Ltd

26 July 2024

Dear David,

Engagement Letter

Thank you for engaging us to act on your behalf. I will be your main point of contact and will have primary responsibility for this assignment; the manager responsible for the ongoing work will be Joseph Stephenson-Mouzo.

This letter, including the attached schedules of services, and our standard terms and conditions, sets out the basis on which we will act. These documents contain the terms on which we will deliver the work for you so please read these carefully.

Who we are acting for

We are acting for DAT Bars Ltd only. Where you would like us to act for anyone else such as your spouse/a partnership/a limited/group company we will issue a separate engagement letter to them.

Period of engagement

This engagement will start on 26 July 2024.

Scope of services

Full details of the work that you have instructed us to carry out are in the attached schedule and listed at the end of this paragraph. The schedule confirms the scope of the services to be provided and each party's responsibilities in relation to the work to be carried out. If we agree to carry out additional services for you, we will provide you with a new or amended engagement letter. Only the services that are listed in the attached schedule are included within the scope of our instructions. If there is additional work that you wish us to carry out which is not listed in the schedule, please let us know and we will discuss with you whether it can be included in the existing scope of work.

Accounts
CT600 Return
Confirmation Statement

Fees

Our fees may depend not only upon the time spent on your affairs but also on the level of skill and responsibility, and the importance and value of the advice that we provide, as well as the level of risk.

Where requested, we may indicate a fixed fee for the provision of specific services or an indicative range of fees for a

particular assignment. It is not our practice to identify fixed fees for more than a year ahead as such fee quotes need to be reviewed in the light of events. If it becomes apparent to us, due to unforeseen circumstances, that a fee quote is inadequate, we reserve the right to notify you of a revised figure or range and to seek your agreement thereto.

Such circumstances are not limited to but most likely to include;

- Work that was the responsibility of a previous advisor and/or the business before we commenced to act; such as returns and/or accounts where the period end has passed, incorrect accounts and/or returns that require amending and/or additional work such as amendments or related appeals
- Numerous (i.e. three plus to discuss one assignment) meetings being held when not required, in particular when notice has not been given
- Turnover being or increasing to a level we were not advised of on providing a quotation
- Additional bank reconciliations being required due to there being either two bank accounts effectively used as current accounts or three or more bank accounts of any nature that are used on a regular basis, in particular for numerous related party transfers without commercial justification
- Incorporation of a new company or restructuring of an existing business
- Company Secretarial work such as Annual Returns and Use of premises as registered office/Mail forwarding services not quoted for
- Technical reports on subjects such as research and development tax credits
- Self Assessment tax returns for directors we were not informed would require them
- Additional income computations for the tax return such as property profits and capital gains
- HMRC enquiries
- Payroll services not quoted for, including a material increase in staff after a quote has been issued
- VAT returns/Machine Games Duty returns not quoted for
- Other delays and therefore inefficiencies caused by you not providing timely information in particular withholding information in attempt to understate profits

By signing this Engagement Letter you are agreeing to our terms that should you trade as a limited company and the company be struck of the registrar of companies, as a director you undertake to make good any amounts owed to Inspired by the company you are a director of. You understand that regardless of any perceived limited liability of the company, you will be personally liable for amounts it owes us.

You may request that we provide other services from time to time. If these services exceed £2,500, we will issue a separate letter of engagement and scope of work to be performed accordingly. Unless a service is listed above or included in a separate letter of engagement you must assume that it will not be provided by us without additional charge.

Please note the following are additional chargeable services. Should you wish for a fixed quote for the services below, please advise us before instructing us to act. The fees quoted below are broad estimates, should a fix quote not be requested, an invoice will be issued based on our hourly charges of £20, £40, £80 or £100 per hour, depending on the level of technical expertise required. All fees quoted in this paragraph and those below are subject to VAT.

Ad hoc forms such as references, money laundering questionnaires, council questionnaires, working tax credit forms etc. Our typical fees for these will be £25. We recommend to avoid this you take responsibility for completing the form, and we provide you the relevant accounting figures from our files. Registration with HMRC will be charged at £50.

Tax enquiries. (excluding simple VAT checks regarding refunds). Our typical fees for these will be around £500 (or £1,000 on the rare occasion we have advised your accounts are more likely to be enquired into than most), or £25 to £50

each time we respond to HMRC.

Forecast accounts or interim accounts (when we are not contracted to produce management accounts). Our typical fees for these are £500, and 75% of the cost of your annual accounts respectively.

Assistance regarding Research and Development claims. Average fees for such advice will be £750 to £1,500 per claim.

Advise on the sale or acquisition of a business or advice on restructuring such as incorporation or transferring the trade from one company to another. Our fees for these services will vary significantly, it will not be uncommon for the fee to be in the region of the cost of producing the year end accounts.

In some cases, you may be entitled to assistance with your professional fees, particularly in relation to any investigation into your tax affairs by HMRC. Assistance may be provided through insurance policies you hold or via membership of a professional or trade body. Other than where such insurance was arranged through us, you will need to advise us of any such insurance cover that you have. You will remain liable for our fees regardless of whether all or part are liable to be paid by your insurers.

We will bill as required and our invoices are due for payment within 30 days of issue. Our fees are exclusive of VAT, which will be added where it is chargeable. Any disbursements we incur on your behalf and expenses incurred in the course of carrying out our work for you will be added to our invoices where appropriate.

Unless otherwise agreed to the contrary, our fees do not include the costs of any third party, counsel or other professional fees.

It is our normal practice to issue applications for payment when dealing with continuous or recurring work. The payment terms for applications for payment are the same as for invoiced fees. A VAT invoice will be issued to you upon receipt of your payment.

You authorise us to settle our agreed fees from any money held on your behalf in the client account.

Where this contract exists between us and a purchaser acting in the course of a business, we reserve the right to charge interest on late-paid invoices at the rate of 8% above the Bank of England base rate under the Late Payment of Commercial Debts (Interest) Act 1998. We also reserve the right to suspend our services or to cease to act for you on giving written notice if payment of any fees is unduly delayed. We intend to exercise these rights only where it is fair and reasonable to do so.

If you do not accept that an invoiced fee is fair and reasonable you must notify us within 21 days of receipt, failing which you will be deemed to have accepted that payment is due.

On termination of the engagement you may appoint a new adviser. Where a new adviser requests professional clearance and handover information, we reserve the right to charge you a reasonable fee for the provision of handover information.

Ethical and Practice Guidelines

In accepting the terms of this letter you recognise that we shall comply with the profession's accepted ethical and practice guidelines to correct any errors found and disclose to HM Revenue and Customs (or any other relevant authorities) such errors found during our engagement with you.

Deadlines

You will be aware that there are rigid deadlines in respect of submitting accounts, returns and paying tax to the Revenue authorities which, if not met, give rise to interest and penalties. You acknowledge that we can only meet our responsibilities to you in respect of these deadlines if you provide us with timely information.

Quality Control

As part of our ongoing commitment to providing a quality service, our files are periodically subject to a quality internal review. Our reviewers are highly experienced and professional people and, of course, are bound by requirements for confidentiality. All files may be subject to such review, unless we are specifically instructed otherwise by you in writing. We reserve the right to disclose our files to regulatory bodies in the exercise of their powers.

If at any time you would like to discuss with us how we might improve our service to you, or if you are dissatisfied with the service you are receiving, please take the matter up with the Director, Joseph Stephenson-Mouzo. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. If we have given you less than satisfactory service, we undertake to do everything reasonable to put it right.

Limitation of liability

We specifically draw your attention to our standard terms and conditions and the relevant clause in each schedule of service which set out the basis on which we limit our liability to you and to others. These should be read in conjunction with the relevant paragraph of our standard terms and conditions which excludes liability to third parties. These are important clauses, please read them and ensure you are happy with them.

Requirements of the Data Protection Act (DPA) 2018 and the UK General Data Protection Regulation (UK GDPR)

The DPA 2018 and the UK GDPR set out a number of requirements in relation to the processing of personal data. Here at Innspired we take your privacy and the privacy of the information we process seriously. We will only use your personal information and the personal information you give us access to under this contract to administer your account and to provide the services you have requested from us.

We attach our privacy notice setting out our approach to handling your information. In signing one copy of this letter you will be indicating that you have received and read our privacy notice. Please note the following:

1. Continuity arrangements

Please note that we have arrangements in place for an alternate to deal with matters in the event of permanent incapacity or illness. This provides protection to you in the event that I cannot act on your behalf. Where necessary, an alternate shall have access to all of the information I hold in order to make initial contact with you and agree the work to be undertaken during my incapacity. You can choose to appoint an alternative individual at that stage if you wish.

(a) Secure communications and transfer of data

We will communicate or transfer data using the following:

- Post/hard-copy documents Encrypted emails

- Portals [BrightManager]
- Cloud-based software [BrightManager]
- Xero/Hubdocs
- Emails *
- Whatsapp

*if you require us to correspond with you by email that is not encrypted or password protected, you also accept the risks associated with this form of communication. We shall accept no liability for any loss or damage to any data resulting from the transfer of information via email or other communication network.

We will perform the engagement with reasonable skill and care. The total aggregate liability to yourselves, as a body, of whatever nature, whether in contract, tort or otherwise, of Innspired for any losses whatsoever and however caused arising from or in any way connected with this engagement shall not exceed a multiple of ten of the fee charged in relation to that element of the engagement.

Innspired is a trade name of S-Mouzo Accountancy Ltd (Company number **15060320** England and Wales).

Applicable Law

This engagement letter is governed by, and construed in accordance with, English law. The courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Contracts (Rights of Third Parties) Act 1999

A person who is not a party to this agreement shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement. This clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

Money Laundering Regulations

In common with all accountancy and legal practices, we are required by the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007 to:

- Maintain customer due diligence procedures for all clients
- Maintain records of identification evidence
- Report, in accordance with the relevant legislation and regulations, to the Serious Organised Crime Agency

The company is registered with HMRC under the money laundering regulations and are classed as a fit and proper company to carry out accountancy service provisions.

Retention and destruction of accounting books and records provided to us by you and our working papers

If we hold any books and records provided to us by you or working papers in relation to your affairs, six years from the end of the last return period for which those books and records and/or working papers relate, we will under the terms

of this letter of engagement be at liberty to destroy.

Client Monies

We may, from time to time, hold money on your behalf. Such money will be held in trust in a client bank account, which is segregated from the company's funds. Fees paid by you in advance for professional work to be performed and clearly identifiable as such shall not be regarded as clients' monies.

Investment Business

We are not regulated by the Financial Services Authority to conduct Investment Business activities. You will have to seek the advice of an Independent Financial Advisor (IFA) should you wish to obtain advice of this nature. If you require, we may recommend an IFA. If we are required to provide advice, we will issue a separate letter of engagement.

Your agreement

Please confirm your acceptance of:

- the terms of this letter
- the attached schedule of services
- the privacy notice
- the standard terms and conditions

by signing and returning one copy of this letter.

Acceptance

I acknowledge receipt of and accept the terms of your letter dated 26 July 2024, the attached schedule of services, the privacy notice and standard terms and conditions, which fully record the agreement between us concerning your appointment to carry out the work described in the schedule of services.

I also confirm the following in relation to data protection:

I have received and read the privacy notice which sets out how my information will be processed.

I agree to your appointed alternate having access to my records in the event of your illness or permanent incapacity.

I understand that you will communicate with me or transfer data to me using the following methods:

- Post/hard-copy documents
- Encrypted emails
- Portals [BrightManager]
- Cloud-based software [BrightManager]
- Xero/Hubdocs
- Emails *
- Whatsapp

* I accept the risks of you corresponding with me by email that is not encrypted or password protected.

ANNUAL ACCOUNTS – LIMITED COMPANIES

Responsibilities of Directors

As director of the company, under the Companies Acts you are responsible for ensuring that the company maintains proper accounting records and you are ultimately responsible for preparing accounts.

You undertake to keep records of sales invoices, purchase invoices, receipts and payments, together with any other documents relating to the company's transactions and activities. It will also be necessary for you to provide a record of stock at the company's year end.

You are also responsible for making available to us, as and when required, all the Company's accounting records and all other relevant records and related information, including minutes of management and shareholders' meetings.

A private company is usually required to file its accounts at Companies House within 9 months of the year end. The company will be liable to fines if it fails to do so. In order to avoid this we will produce statutory accounts, suitable for filing, within the required period, provided all your records are complete and presented to us within five months of the year end, and all our queries are promptly and satisfactorily answered.

You are responsible for determining whether, in respect of the year, the Company meets the conditions for exemption from an audit of the accounts set out in section 477 [or 480] of the Act, and for determining whether, in respect of the year, the exemption is not available for any of the reasons set out in section 478 and 479 [or 481].

You will complete all other returns required by law, for example, confirmation statements and notifications of changes in directors and Persons of Significant Control (PSC's), unless you have asked us specifically to deal with these for you. We shall, of course, be pleased to advise you on these and any other company matters if requested.

Please be aware if the records provided are not up to the standards required any additional out of scope work may incur additional charges.

Responsibility of the accountants

We will prepare the company's accounts on the basis of the information that is provided to us. We will also draft the accounts in accordance with the provisions of the Companies Act, and related Accounting Standards for approval by the Board.

Should our work lead us to conclude that the company is not entitled to exemption from an audit of the accounts, or should we be unable to reach a conclusion on this matter, then we will advise you of this.

You have instructed us to prepare your financial statements for the year(s) ended 30/06/2024 and subsequent years. It was agreed that we should carry out the following accounting and other services:

1. write up the accounting records of the company insofar as they are incomplete when presented to us;
2. complete the postings to the nominal ledger; and
3. prepare the accounts for approval by yourselves.

You agree that you will arrange to:

1. keep the records of receipts and balances;
2. reconcile the balances monthly with the bank statements;
3. post and balance the purchase and sales ledgers;
4. extract a detailed list of ledger balances; and
5. prepare details of the annual stocktaking, including prices and in a form which will enable us to verify the prices readily by reference to suppliers' invoices.
6. prepare details of work-in-progress at the accounting date and make available to us the documents and other information from which the statement is compiled.

You are responsible for the detection of irregularities and fraud. We do not undertake to discover any shortcomings in your systems or any irregularities on the part of your employees or others, although we will advise you of any that we encounter in preparing your accounts, unless prohibited from doing so by the Anti Money Laundering Legislation.

We will report that in accordance with your instructions and in order to assist you to fulfil your responsibilities, we have compiled, without carrying out an audit, the accounts from your accounting records and from the information and explanations supplied to us.

We have a professional duty to compile accounts which conform with generally accepted accounting principles and which comply with the Companies Acts and applicable accounting standards.

General Tax and Business Advice

We shall be glad to assist you in respect of your tax matters and business implications if you advise us in good time of any proposed transactions. We would, however, warn you that because tax rules change frequently, you should ask us to review any advice already given if a transaction is delayed, or is to be repeated, or if an apparently similar transaction is to be undertaken. We will also advise you on an ad-hoc basis any useful advice relevant to your business including business development and tips to be more profitable.

CORPORATION TAX

We will prepare a computation for corporation tax purposes adjusted in accordance with the provisions of the Taxes Acts for 30/06/2024 and all subsequent years. We will also prepare and file the corporation tax return (form CT600) required under the Corporation Tax Self Assessment regulations within 12 months of the year end. The corporation tax return, together with the supporting corporation tax computations, will be sent to you for approval and signature prior to submission to the Inspector of Taxes.

You accept that in law a taxpayer cannot contract out of his fiscal responsibilities and that computations and return forms are prepared by us as agent for the company. You also accept that you are legally responsible for making correct returns and for payment of tax on time. If we ask you for information to complete the tax return and it is not provided within the time-scale requested, so that the preparation and submission of the return are delayed, we accept no responsibility for any penalty or interest that may arise.

We will advise you of the corporation tax payments to which the company will be liable, together with the due date of payment. You must inform us if the company pays or receives any interest, or transfers any asset to any shareholder.

Where necessary we will deal with any queries raised by the HM Revenue & Customs and negotiate with HM Revenue & Customs on any question of taxation interest or penalties which may arise.

Any time we need to spend over and above answering straightforward queries raised by the HM Revenue & Customs is additional work for which we will need to charge separately. We will inform you before undertaking any extra work in respect of HM Revenue & Customs enquiries.

To enable us to carry out our work you agree:

1. to make a full disclosure to us of all sources of income, charges, allowances and capital transactions and to provide full information necessary for dealing with the company's affairs. We will rely on the information and documents being true, correct and complete;
2. to respond quickly and fully to our requests for information and to other communications from us;
3. to provide us with information in sufficient time for the company's self-assessment tax return to be completed and submitted by the due date. In order to do this, we need to receive all relevant information within 5 months of the year end; and
4. to forward to us on receipt copies of all statements of account, letters and other communications received from HM Revenue & Customs and Companies House to enable us to deal with them as may be necessary within the statutory time limits.
5. we can approach such third parties as may be appropriate for information that we consider necessary to deal with your affairs and undertake to authorise such third parties to communicate directly with us.

COMPANY SECRETERIAL SERVICES

Our responsibilities to you

1. To prepare the company's annual return for filing at companies house.
2. Upon request of the officers of the company to prepare for approval any relevant forms necessary to file at Companies' House such as appointments, resignations, general resolutions, share issues etc.
3. Upon request of the officers of the company to update and maintain the company register and file minutes from meetings of shareholders and directors.
4. Upon request of the officers of the company to prepare dividend vouchers, minutes or other ad-hoc administrative items.
5. To use our office address as your company's registered office.

Your responsibilities to us

1. Under the Companies Act 2006 regime there are a number of key dates by which returns and payments must be made. Failure to meet the deadlines may result in automatic penalties, including prosecution of directors.
2. You are legally responsible for making correct returns and for payment of any relevant filing fees on time.
3. To enable us to carry out our work you agree:
 - a. to make a full disclosure to us of all matters relating to the company, such as key decisions' made, minutes, changes in share capital or resolutions passed, appointments and resignations of officers of the company and to provide full information necessary for dealing with your affairs;
 - b. to respond quickly and fully to our requests for information and to other communications from us;
 - c. to provide us with information in sufficient time for relevant returns to be completed and submitted by applicable statutory filing dates.
 - d. to forward to us on receipt copies of all, letters and other communications received from Companies' House to enable us to deal with them as may be necessary within the statutory time limits.

General Company Law/Constitution Advice

We shall be glad to assist you in respect of your responsibilities as a company officer so long as you advise us in good time of any proposed transactions or changes that affect the company's constitution or capital. Such advice depending on the scope of work may result in further charges to be agreed by both parties prior to the work commencing.

PRIVACY NOTICE issued by Innspired

Introduction

The Data Protection Act 2018 ("DPA 2018") and the UK General Data Protection Regulation ("UK GDPR") impose certain legal obligations in connection with the processing of personal data.

Innspired is a controller within the meaning of the UK GDPR. The firm's contact details are as follows:

Innspired
Future House
Beetwell Street
South Place
S40 1SZ

We may amend this privacy notice from time to time. If we do so, we will supply you with and/or otherwise make available to you a copy of the amended privacy notice.

Where we act as a processor on behalf of a controller (for example, when processing payroll), we provide an additional schedule setting out required information. That additional schedule should be read in conjunction with this privacy notice.

The purposes for which we process personal data

We process personal data for the following purposes:

- to enable us to supply professional services to you as our client
- to fulfil our obligations under relevant laws in force from time to time (e.g. the Money Laundering and Terrorist Financing (Amendment) Regulations 2019 (MLR 2019))
- to comply with professional obligations to our supervising body (HMRC - Anti money laundering supervision)
- to use in the investigation and/or defence of potential complaints, disciplinary proceedings and legal proceedings
- to enable us to invoice you for our services and investigate/address any attendant fee disputes that may have arisen
- to contact you about other services we provide which may be of interest to you if you have consented to us doing so

The legal bases for our intended processing of personal data

We rely on the following legal bases in order to process your personal data:

- occasionally we will rely on your consent to process your personal data but only if we have contacted you beforehand and asked you to agree;
- the processing is necessary for the performance of our contract with you so that we can deliver our services to

you;

- the processing is necessary for compliance with legal obligations to which we are subject (e.g. MLR 2019);
- the processing is necessary for our legitimate interests, such as: investigating/defending legal claims, recovering debts owed to us, keeping our client records up to date and to develop our services and grow our business.

If you do not provide the information that we request, we may not be able to provide professional services to you. If this is the case, we will not be able to commence acting or will need to cease to act.

Persons/organisations to whom we may give personal data

We may share your personal data with:

- HMRC
- any third parties with whom you require or permit us to correspond subcontractors
- any third parties as may be appropriate for information that we consider necessary to deal with your affairs
- an alternate appointed by us in the event of incapacity or death tax insurance providers
- professional indemnity insurers
- our supervising body (HMRC - Anti money laundering supervision) in relation to practice assurance and/or the requirements of MLR 2019 (or any similar legislation)
- other professional consultants and service providers

If the law allows or requires us to do so, we may share your personal data with:

- the police and law enforcement agencies
- courts and tribunals
- the Information Commissioner's Office ("ICO").

We will apply for Agent Authorization online through H M Revenue & Customs which authorises H M Revenue & Customs to send us copies of formal notices. In practice H M Revenue & Customs will treat this as authority to correspond with us, in which case they will not correspond with you, except to the extent that they are formally required to do so. However, this authority does not apply to all correspondence and, even where it does, H M Revenue & Customs sometimes overlook it. You should therefore always send us the originals or copies of all communications you receive from H M Revenue & Customs.

We may need to share your personal data with the third parties identified above in order to comply with our legal obligations, including our legal obligations to you. If you ask us not to share your personal data with such third parties we may need to cease to act.

Transfers of personal data outside the UK

Your personal data will be processed in the UK only.

Retention of personal data

When acting as a data controller and in accordance with recognised good practice within the tax and accountancy sector we will retain all of our records relating to you as follows:

- where tax returns have been prepared it is our policy to retain information for six years from the end of the tax year to which the information relates
- where ad hoc advisory work has been undertaken it is our policy to retain information for six years from the date the business relationship ceased
- where we have an ongoing client relationship, data which is needed for more than one year's tax compliance (e.g. capital gains base costs and claims and elections submitted to HMRC) is retained throughout the period of the relationship, but will be deleted four years after the end of the business relationship unless you as our client ask us to retain it for a longer period.

Our contractual terms provide for the destruction of documents after four years and therefore agreement to the contractual terms is taken as agreement to the retention of records for this period, and to their destruction thereafter.

You are responsible for retaining information that we send to you (including details of capital gains base costs and claims and elections submitted) and this will be supplied in the form agreed between us. Documents and records relevant to your tax affairs are required by law to be retained by you as follows:

Individuals, trustees and partnerships

- with trading or rental income: five years and 10 months after the end of the tax year
- otherwise: 22 months after the end of the tax year.

Companies, LLPs and other corporate entities

- six years from the end of the accounting period.

Where we act as a processor as defined in DPA 2018, we will delete or return all personal data to the controller as agreed with the controller at the termination of the contract.

Requesting personal data we hold about you (subject access requests)

You have a right to request access to your personal data that we hold. Such requests are known as 'subject access requests' ("SARs").

Please provide all SARs in writing.

To help us provide the information you want and deal with your request quickly, you should include enough details to enable us to verify your identity and locate the relevant information. For example, you should tell us:

- your date of birth
- previous or other name(s) you have used your previous addresses in the past five years
- personal reference number(s) that we may have given you, for example your national insurance number, your tax reference number or your VAT registration number
- what type of information you want to know

If you do not have a national insurance number, you must send a copy of:

- the back page of your passport or a copy of your driving licence
- a recent utility bill.

DPA 2018 requires that we comply with a SAR promptly and in any event within one month of receipt. There are, however, some circumstances in which the law allows us to refuse to provide access to personal data in response to a SAR (e.g. if you have previously made a similar request and there has been little or no change to the data since we complied with the original request).

You can ask someone else to request information on your behalf – for example, a friend, relative or solicitor. We must have your authority to respond to a SAR made on your behalf. You can provide such authority by signing a letter which states that you authorise the person concerned to write to us for information about you, and/or receive our reply.

Where you are a controller and we act for you as a processor (e.g. by processing payroll), we will assist you with SARs on the same basis as is set out above.

Putting things right (the right to rectification)

You have a right to obtain the rectification of any inaccurate personal data concerning you that we hold. You also have a right to have any incomplete personal data that we hold about you completed. Should you become aware that any personal data that we hold about you is inaccurate and/or incomplete, please inform us immediately so we can correct and/or complete it.

Deleting your records (the right to erasure)

In certain circumstances you have a right to have the personal data that we hold about you erased. Further information is available on the ICO website (www.ico.org.uk). If you would like your personal data to be erased, please inform us immediately and we will consider your request. In certain circumstances we have the right to refuse to comply with a request for erasure. If applicable, we will supply you with the reasons for refusing your request.

The right to restrict processing and the right to object

In certain circumstances you have the right to 'block' or suppress the processing of personal data or to object to the processing of that information. Further information is available on the ICO website (www.ico.org.uk). Please inform us immediately if you want us to cease to process your information or you object to processing so that we can consider what action, if any, is appropriate.

Obtaining and reusing personal data (the right to data portability)

In certain circumstances you have the right to be provided with the personal data that we hold about you in a machine-readable format, e.g. so that the data can easily be provided to a new professional adviser. Further information is available on the ICO website (www.ico.org.uk).

The right to data portability only applies:

- to personal data an individual has provided to a controller
- where the processing is based on the individual's consent or for the performance of a contract
- when processing is carried out by automated means

We will respond to any data portability requests made to us without undue delay and within one month. We may extend the period by a further two months where the request is complex or a number of requests are received but we will inform you within one month of the receipt of the request and explain why the extension is necessary.

Withdrawal of consent

Where you have consented to our processing of your personal data, you have the right to withdraw that consent at any time. Please inform us immediately if you wish to withdraw your consent.

Please note:

- the withdrawal of consent does not affect the lawfulness of earlier processing
- if you withdraw your consent, we may not be able to continue to provide services to you where we have previously relied on your consent to do so
- even if you withdraw your consent, it may remain lawful for us to process your data on another legal basis (e.g. because we have a legal obligation to continue to process your data).

Automated decision-making and profiling

We do not use automated decision-making and profiling in relation to your personal data.

Complaints

If you have requested details of the information we hold about you and you are not happy with our response, or you think we have not complied with the GDPR or DPA 2018 in some other way, you can complain to us using the contact details provided at the start of this notice.

If you are not happy with our response, you have a right to lodge a complaint with the ICO (www.ico.org.uk).

Signed By

D GAINE

Date Signed	Fri, 26 Jul 2024 10:32:10 +0100
Name	David Gaine
Email	davidgaine@hotmail.co.uk
Printed Name	D GAINE
IP Address	2a00:23a8:4cda:c701:649d:c133:d092:7987
Browser User Agent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/126.0.0.0 Safari/537.36 Edg/126.0.0.0