



# PRIVACY NOTICE

General Data Protection Regulation  
("GDPR") & Money Laundering  
Regulations

Molly Monks

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# 1 Milner Boardman Partnership Limited

- 1.1 Milner Boardman Partnership Limited trading as Milner Boardman & Partners (“MBP”) is a limited company registered in England & Wales. Our registered office is The Old Bank, 187a Ashley Road, Hale, Cheshire, WA15 9SQ.
- 1.2 We are fully committed to client confidentiality and protecting your personal information. We have appointed a member of this firm as our Information Officer and representative for data protection matters. Her details are as follows:

Molly Monks, Licensed Insolvency Practitioner

[mollym@milnerboardman.co.uk](mailto:mollym@milnerboardman.co.uk)

0161 927 7788

## 2 The Policy

- 2.1 This Policy explains our approach to any personal information that we collect from you in the ordinary course of business, or which we have obtained about you for a third party, and the purpose for which we process your personal information.
- 2.2 Within this policy we set out your rights in respect of our processing of your personal information. Further details can be found at section 8.
- 2.3 If you would like to discuss any aspects of this Policy or you have any queries please do not hesitate to contact our Information Officer. Her contact details can be found at Section 1.2.

## 3 Personal Information

- 3.1 We must have a legal basis for processing your information. In most cases, we will only collect personal information from you in the course of our business but our primary goal is to:
  - Carry out our contract and/or services with you
  - To keep to any legal obligations, we may have (for example: Anti Money Laundering Laws)
  - Where necessary in the legitimate interests of MBP or someone else, as long as those interests take priority over your own rights in the circumstances.
- 3.2 If none of the above reasons apply, then we may be in touch to ask you for specific permission.

3.3 The information that we may collect may include the following:-

- Full Name
- Date of birth
- Address (business and personal)
- Email address
- Financial details
- Phone number

3.4 If we collect personal information about you from a source other than you, we will inform you of where that information came from and what the information is. If the information is incorrect and/or incomplete, you have a right for it to be corrected and/or amended. Please see section 5 for further information.

## 4 Special Category Information

4.1 In the very unlikely event, we may need to collect more sensitive information about you, known as 'special category information'. We will ask you for your specific permission to process this type of information and we also tell you why and how the information will be used.

4.2 Special category information may include:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade Union membership
- Genetic information
- Identifiable physical, physiological or behavioural characteristics
- Health
- Sex life or sexuality

4.3 If we collect special category information about you from a source other than you, we will inform you of where that information came from and what the information is. If the information is incorrect and/or incomplete, you have a right for it to be corrected and/or amended. Please see section 5 for further information.

## 5 Consent

5.1 If we have asked for your specific permission or consent to have and to use your personal information, you have the right to withdraw that consent at any time by contacting our Information Officer. Her contact details can be found at Section 1.2.

5.2 Don't worry this will not affect any processing of your personal information which we have done before you withdrawn your consent.

## 6 Sharing your personal information

- 6.1 It may be necessary to pass on your personal information to other people or organisations to provide our services to you. These include:
- Employment Specialists
  - Solicitors
  - Other experts and professionals
- 6.2 Where possible, we will only share your personal information on a confidential basis.
- 6.3 If in the unlikely event, we need to share your personal information outside of England & Wales, we will discuss this with you beforehand.

## 7 How long do we keep your information?

- 7.1 Essentially this will depend on the nature of the case and the reason it was collected, it may even be necessary to keep personal information even after we have completed the work you have asked us to do.

## 8 What are your rights?

- 8.1 You are classed as a “data subject” and you have the following legal rights: -

<b>Right of..</b>	<b>You have the right to..</b>
Access	ask for a copy of the personal information we hold about you
Rectification	correct any information we hold about you that is inaccurate or incomplete
Forgotten (to be)	be erased from our records, in certain circumstances
Processing	Restrict how we process your information, in certain circumstances
Portability	Have your personal information transported to another organisation
Object	Object to certain types of processing and important decisions being made about you

- 8.2 We will always try to respond to you within one month of receiving your request.
- 8.3 We also send any requests received to anyone else we have shared your information with. For more information please see Section 6.

## 9 Further information

- 9.1 If you would like any further information or would like to discuss any queries you have please do not hesitate to contact our Information Officer. Her contact details can be found at Section 1.2.
- 9.2 Available upon request are the following documents:
- Provision of Services Regulations Sheet
  - Terms and Conditions