

PRIVACY POLICY



Publication date: 13th October 2025

1. Introduction

This document explains how **Beehive Accountancy Solutions Ltd** (“Company”, “we”) processes personal data of users of www.beehiveaccountancy.co.uk (“Website”) and what rights visitors have.

2. Data Controller

Name	Beehive Accountancy Solutions Ltd
Address	Flat 28, Collins Building, 2 Wilkinson Close, London NW2 6GQ, UK
Companies House	16294100
ICO registration	ZB909040
Contact	office@beehiveaccountancy.co.uk

3. Contact for data-protection matters

The Company has not appointed a Data Protection Officer; please direct any questions to the e-mail address above.

4. Purposes, scope and legal basis of processing

Purpose of processing	Data categories	Legal basis (Art. 6 UK GDPR)
Responding to contact-form or e-mail enquiries	name, e-mail address, phone number, enquiry content	(f) legitimate interest – communication with a prospective client
Concluding and performing an accountancy engagement	identification & contact details, NIN/UTR, financial data, copies of documents	(b) contract performance(c) legal obligation (HMRC)
Issuing invoices and bookkeeping	invoicing data, payment details	(c) legal obligation
Maintaining Website security and statistics	IP address, browser headers, server logs, cookies	(f) legitimate interest – security and traffic analysis

Providing data is voluntary, but without it we may be unable to reply or deliver services.

5. Data recipients

Data may be shared only with:

- ⌚ **hosting and e-mail providers** located in the UK/EEA,
- ⌚ trusted **sub-contractors** (accountants, tax advisers) when necessary to perform the contract and covered by a data-processing agreement,
- ⌚ **public authorities** (e.g. HMRC) where required by law.

The Company does **not** transfer data outside the UK/EEA; if this should become necessary, a UK GDPR-compliant mechanism (e.g. UK IDTA) will be applied.

6. Retention periods

Data category	Retention period
Accounting / tax documentation	6 years plus the current tax year (s. 386 Companies Act 2006)
Enquiries that did not lead to engagement	12 months after last contact
Newsletter data	until consent is withdrawn
Technical logs and cookies	up to 12 months

After these periods data are securely deleted or anonymised.

7. Your rights

You have the right to:

1. access your data,
2. rectify or complete them,
3. erase them ("right to be forgotten"),
4. restrict processing,
5. data portability,
6. object to processing (where the basis is legitimate interest),
7. withdraw consent (where consent was the basis),
8. lodge a complaint with the **Information Commissioner's Office (ICO)**.

To exercise your rights, e-mail office@beehiveaccountancy.co.uk.

8. Cookies

The Website uses cookies necessary for its operation and—subject to user consent—analytical cookies (e.g. Google Analytics). Details are provided in a separate **Cookie Policy**.

9. Data security

We apply technical and organisational measures appropriate to the risk, including:

- ① encrypted connections (HTTPS) and server firewalls,
- ① access controls for e-mail and accounting systems (strong passwords, MFA),
- ① storage of paper documents in locked cabinets,
- ① regular backups stored in encrypted form,
- ① procedures for incident response and breach logging.

10. Automated decision-making

The Company does **not** carry out automated decision-making or profiling within the meaning of the UK GDPR.

11. Changes to this Policy

This Policy is effective from the date above. Any changes will be published on the Website and apply from the date of publication.