



Connect2Accounting Limited  
St Mary's  
The Parade  
Castletown  
Isle of Man  
IM9 1LG  
+ 44 1624 829617  
info@connect2accounting.com  
www.connect2accounting.com

## Privacy Notice

### **Who we are**

Connect2Accounting Limited ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Connect2Accounting Limited's registered office is St Mary's, The Parade, Castletown, Isle of Man IM9 1LG and we are a company registered in the Isle of Man under company number 012043V. We are registered on the Information Commissioner's Register; registration number N003539, and act as the data controller when processing your data. Our designated Head of Privacy can be contacted at St Mary's, The Parade, Castletown, Isle of Man, IM9 1LG. Telephone: + 44 1624 829617.

### **Information that we collect**

Connect2Accounting Limited processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect is: -

- Name
- Email

We collect this information directly from you by email/the 'Contact' section of our website.

### **How we use your personal data**

Connect2Accounting Limited takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

The purposes and reasons for processing your personal data is to respond to your query.

## **Your rights**

You have the right to access any personal information that Connect2Accounting Limited processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

Connect2Accounting Limited does not currently use automated decision-making, if this changes you will be notified in writing as soon as reasonably practicable.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## **Sharing and disclosing your personal information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

## **Safeguarding measures**

Connect2Accounting Limited takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

- Firewalls
- Encryption
- Restricted access
- Anti-virus software

## **Transfers outside the Isle of Man or European Union**

Personal data in the Isle of Man is protected by The Isle of Man Data Protection Act 2002 and personal data in the European Union is protected by the General Data Protection Regulation (GDPR). Some other countries may not necessarily have the same high standard of protection for your personal data. Connect2Accounting Limited utilise some products or services (*or parts of them*) that may be hosted/stored in the United States of America, which means that we may transfer any

information which is submitted by you through the website outside the European Economic Area ("EEA") for the below purposes: -

- Email hosting server

Therefore, when you send us a query using the website, the personal information you submit may be stored on servers which are hosted in the United States of America. Where this is the case, we will take the necessary steps to protect your data and comply with the relevant data protection laws.

### **Consequences of not providing your data**

You are not obligated to provide your personal information to Connect2Accounting Limited, however, without it we may not be able to accurately respond to your request.

### **How long we keep your data**

Connect2Accounting Limited 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. We will only keep your personal information until your query has been resolved after which time it will be destroyed.

### **Lodging a complaint**

Connect2Accounting Limited only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Connect2Accounting Limited  
Head of Privacy  
St Mary's  
The Parade  
Castletown  
Isle of Man  
IM9 1LG  
Telephone: + 44 1624 829617  
Email: [info@connect2accounting.com](mailto:info@connect2accounting.com)

Isle of Man Information Commissioner  
P.O. Box 69  
Douglas  
Isle of Man  
IM99 1EQ  
Telephone: + 44 1624 693 260  
Email: [ask@inforights.im](mailto:ask@inforights.im)

### **Consent**

Connect2Accounting Limited take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. By providing us with your personal data you are consenting to the collection and processing of your personal data by Connect2Accounting Limited.