

Privacy Policy

Magenta Accounts Limited

Last updated: 28/8/2025

Magenta Accounts Limited (“we”, “our”, “us”) is committed to protecting and respecting your privacy. This policy explains how we collect, use, and protect personal data in the course of providing accountancy, tax, and related business services.

1. Who we are

Magenta Accounts Limited is a company registered in England and Wales (Company No: 04657124), with registered office at 2a Poles Copse, Poles Lane, Otterbourne, Hampshire SO21 2DZ. We are a data controller for the purposes of the UK General Data Protection Regulation (“UK-GDPR”).

2. What information we collect

We may collect and process the following types of personal data:

Identity details: name, date of birth, National Insurance number, UTR, passport/ID details.

Contact details: postal address, email address, telephone numbers.

Financial information: bank details, payroll data, tax records, accounting records, income, and expenditure.

Business information: company incorporation documents, shareholding, and director/partner details.

Correspondence: emails, letters, and other communications with us.

3. How we collect your information

Directly from you, when you engage us or provide information.

From third parties (e.g. HMRC, Companies House, banks, pension providers, or your previous accountant) where you have authorised us.

From publicly available sources (e.g. Companies House).

4. How we use your information

We use your personal data to:

Provide accountancy, tax, and business advisory services.

Meet our legal and regulatory obligations (e.g. anti-money laundering checks, HMRC compliance).

Manage our relationship with you (invoicing, correspondence, engagement letters).

Communicate with third parties where authorised by you.

Maintain records for legal, tax, and accounts purposes.

We only process personal data where we have a lawful basis, including performance of a contract, compliance with legal obligations, and our legitimate interests in providing professional services.

5. Sharing your information

We may share your data with:

HMRC and other government authorities.

Banks, pension providers, and other third parties where authorised by you.

Our professional advisers (e.g. insurers, legal advisers).

Sub-contractors or software providers we use to deliver our services (e.g. cloud accounting platforms).

We will never sell your data to third parties.

6. International transfers

We primarily store data in the UK. If we use cloud services or software that transfers data outside the UK, we ensure appropriate safeguards (such as standard contractual clauses) are in place.

7. How long we keep your data

We retain records for as long as required by law (typically 6 years after the end of the tax year or engagement). In some cases, we may keep records longer if required for regulatory reasons.

8. Your rights

Under UK-GDPR, you have rights to:

Access the personal data we hold about you.

Request correction of incorrect or incomplete data.

Request erasure of your data, where legally possible.

Object to or restrict our processing in certain circumstances.

Request data portability.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

9. Security of your information

We take appropriate technical and organisational measures to protect your personal data against loss, misuse, or unauthorised access.

10. Contact us

If you have any questions about this policy or your personal data, please contact:

Keeley Cousens

Magenta Accounts Limited

2a Poles Copse, Poles Lane, Otterbourne, Hampshire SO21 2DZ.

Email: keeley@magenta-accounts.com

Phone: 01962 717498