**PRIVACY NOTICE**

**ABOUT HOW WE PROCESS**

**YOUR PERSONAL DATA**

1. The Controller of your personal data is **TEMBLA LIMITED** **,** **124 City Road , EC1V 2NX London**, registered in Companies House with number: **15728691** and registered in the Information Commissioner's Office (ICO) under the number: **ZB720488**.

2. Controller's contact details:

**e-mail: contact@tembla.co.uk**

**mobile no: 07745947931**

3. Your personal data is processed for the purpose of providing you accounting services.

4. The legal basis for the processing of your personal data is Art. 6 sec. 1 lit. b UK GDPR (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;), art. 6 sec. 1 lit. c UK GDPR (processing is necessary for compliance with a legal obligation to which the controller is subject) as well as art. 6 sec. 1 lit. f UK GDPR (processing is necessary for the purposes of the legitimate interests pursued by the controller - especially to contact you).

5. The recipients of your personal data may be: the British Tax Office HMRC and other public institution.

6. Personal data – entrusted in connection with the conclusion of a contract for the provision of service or sale products will be stored in a form that allows identification of data subject not longer than it is necessary for the purposes for which data has been collected, with maximum period of 6 years from the termination of contract concluded with the Customer; or until the end of the Controller’s legal obligation; or in the event of establishing, investigating or defending against formal claims – until the claims are time-barred

7. At any time, you are entitled to access your personal data, rectify it, delete or limit processing or object to processing, as well as to exercise the right to data transfer.

You can exercise these rights contacting Controller by phone or via e-mail.

Your objection will result in the cessation of the processing of your personal data for the purpose of providing account service.

8. If you believe that the processing of your personal data by the Data Controller violates the law, you are entitled to lodge a complaint with the Information Commissioner's Office (ICO). This complaint is free of charge.

9. With regard to the processing of personal data for the purpose referred to in point 3, the obligation to provide data is a contractual requirement - in other words - it is necessary to conclude a contract with the Controller.

10. Your personal data is not subject to automatic processing, including profiling, and is not transferred to third countries or international organizations, outside UK and EU.