



ACCU-MAN PRIVACY STATEMENT

DEFINITIONS

1. ACCU-MAN is a trading name for SIMON MAN TRADING LIMITED [SMTL] incorporated in the United Kingdom, Registered Number 03432722. Throughout this document, references to Accu-Man also refer to SMTL.
2. Accu-Man uses Employees and Subcontractors to perform its duties to its Customers and to man its support line. Throughout this document, references to Accu-Man also refer to Sub-Contractors of Accu-Man when they are providing their services to Accu-Man.
3. An Accu-Man Customer is a body (whether incorporated, Partnership, Sole Trader or Individual) who has the right to use an Accu-Man Software package with a support contract by way of paying an annual license fee to Accu-Man for that package. The Accu-Man Customer may be a Bureau Service that is using the Accu-Man Software package in its Business on behalf of its Clients.
4. Accu-Man Books Data is data owned by an Accu-Man Customer that is accessible through Accu-Man Software.

STATEMENT

5. **Accu-Man takes the privacy of its Customers and their Books Data very seriously. Permanent records held by Accu-Man about a Customer are restricted to those necessary to perform the duties under the Accu-Man support contract, such as contact details and the Accu-Man Software packages supplied. These records are held on Accu-Man private Servers and computers: for security purposes, they are backed up to a specialist third party backup facility.**

ACCU-MAN WEBSITE

6. The Accu-Man website has no reference to Accu-Man Customers nor to Accu-Man Books Data except it can be used as a collection point for Accu-Man Customers to download their Books Data. In this situation, the Customer is sent a private link by Email and the data is then erased from the Website.

ACCU-MAN SOFTWARE SECURITY

7. Accu-Man Customers operate their Books Data through Accu-Man Software installed on their own hardware systems. They therefore apply their own policies in terms of general access to their computers. In addition Accu-Man provides two further levels

of security for access to its Software on the Customer computers. These include the use of a password to each Books Data Set.

8. Accu-Man Software communicates with other Software systems & services such as Banks, HMRC for Payroll, HMRC for VAT & Tax, Pension Funds, and other Software tools such as Microsoft Excel, Outlook & Word. The exported data is formatted as required by those systems & services. Such exported data is not part of the Accu-Man system and its security is not the responsibility of Accu-Man.
9. Accu-Man Software includes facilities to pass Payroll data to/from the HMRC Government Gateway (AMGate) and to/from the new HMRC Government API system (AMApi). In both cases, the connection is triggered by Accu-Man Customers using their installed Accu-Man Software. The transmitting and receiving of data through these Interfaces is therefore controlled by the Accu-Man Customers and not by Accu-Man.

REMOTE LINK-UP

10. Within Accu-Man Software are facilities for Accu-Man Support services to connect up remotely to the Accu-Man Customer systems. This is set up in such a way that the connection can only take place when the Customer system is manned and the Customer instigates the connection.

ACCU-MAN CUSTOMER DATA HELD BY ACCU-MAN

11. From time to time, an Accu-Man Customer may send information to Accu-Man about a Customer's business in the form of reports or backup of the data. The decision on whether to send the information is therefore with the Customer.
12. Accu-Man warrants that the Customer's information will be used solely to provide support to the Customer under the support contract and will not be passed to a third party without consent (by paper or email).
13. When such information is no longer required to provide support under the contract, it is erased from Accu-Man computers.
14. If an Accu-Man Customer discontinues Accu-Man support, Accu-Man warrants that all information held by Accu-Man about the Customer will be erased from Accu-Man computers within three months, or earlier if requested by the Customer. The exception to this is the ex-Customer will remain in Accu-Man's own Accounts for its book-keeping purposes.