

PRIVACY POLICY — AL-books

Effective Date: August 2026

Data Controller: AL-books (Adam Lesniewicz)

Address: Caldys Road, Belvedere, Kent, DA17 6JS, United Kingdom

Email: adam@al-books.com | Telephone: +44 (0)7931148290

Website: <https://www.al-books.com>

1. INTRODUCTION

At AL-books, we respect your privacy and are committed to protecting your personal data. This Privacy Policy informs you about how we collect, use, store, and look after your personal information when you visit our website or use our bookkeeping, VAT, and accounting support services.

2. IMPORTANT INFORMATION AND WHO WE ARE

AL-books is the data controller responsible for your personal data. If you have any questions about this Privacy Policy or wish to exercise your legal rights, please contact us at adam@al-books.com.

3. THE DATA WE COLLECT ABOUT YOU

We may collect, use, store, and transfer different kinds of personal data, including:

- Identity Data: Full name, title, business name, trading status (Sole Trader, Landlord, etc.).
- Contact Data: Email address, telephone number, billing address, business address.
- Financial & Tax Data: Bank account details, UTR (Unique Taxpayer Reference), National Insurance number, VAT registration details, and bookkeeping records required for tax filings.
- Technical Data: IP address, browser type, and usage statistics collected via site analytics.

4. HOW WE COLLECT YOUR PERSONAL DATA

We collect data through:

- Direct Interactions: When you fill out forms on our website or contact us via email/phone.
- Service Provision: When you engage us to perform bookkeeping, VAT submissions, payroll, or MTD quarterly updates.
- Automated Technologies: Cookies and website analytics tools (IONOS SiteAnalytics).

5. HOW WE USE YOUR PERSONAL DATA

We use your data only when permitted by law, including:

- Performance of Contract: To deliver bookkeeping, VAT return, payroll, and MTD reporting services.
- Legal Obligation: To comply with HMRC statutory requirements and Anti-Money Laundering (AML) legislation.
- Legitimate Interests: To respond to enquiries and manage our business efficiently.

6. DISCLOSURES OF YOUR PERSONAL DATA

We may share data with trusted third parties necessary for operational and legal compliance:

- HM Revenue & Customs (HMRC) for statutory tax and VAT submissions.
- Third-party accounting software providers (e.g. Clear Books, QuickBooks, Xero).
- IONOS SE for web hosting and technical security.

7. DATA SECURITY AND RETENTION

We maintain strict security measures to prevent unauthorized access or loss of data. Tax and accounting records are retained for at least 6 years following the end of the relevant tax year in accordance with UK tax laws.

8. YOUR LEGAL RIGHTS

Under UK GDPR, you have the right to request access, correction, or erasure of your personal data, as well as the right to restrict or object to processing. To exercise these

rights, contact adam@al-books.com. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

9. COOKIES

Our website uses cookies and analytics tools to manage functionality and measure traffic. You can adjust your consent options using our cookie consent banner.