



Confidentiality Disclosure

Branston Adams LLP including and not limited to SP Tax Limited, Taxaccountancy.com (the firm) take our Confidentiality seriously and we are committed to the highest standards with respect to privacy and the protection of personal information. We strive to be a privacy champion in all we do, with our customers confidentiality, data protection and privacy at the heart of all we do. We understand that trust is the foundation for our relationship with our clients, colleagues, partners and suppliers and we work to maintain that trust by building privacy protection into everything we do.

At Branston Adams we recognise the importance of protecting personal information and are committed to processing it responsibly and in compliance with applicable data protection laws within the United Kingdom and in our client's country of residence if applicable

All employees, and any contracted service providers including consultants working on our behalf are asked to sign a Confidentiality Disclosure – which details the requirements placed upon them to operate with the utmost care and within the Guidelines detailed in the ACCA Code of Ethics and Conduct, Section C1- Disclosing confidential information.

Confidentiality

All principals, staff, sub-contractors and external consultants of the firm are obliged to completed and sign a Confidentiality Disclosure as a condition of their employment with or engagement by the firm.

It is a fact that every customer expects the information they tell us to remain between us and them, no matter how much we know about their business. We are governed by the principles of confidentiality, they are:

- Working papers must be kept securely so that unauthorised access, disclosure or damage is prevented;
- No information about any client may be disclosed to any third party without prior written or verbal approval by the client;
- No information about any client, acquired as a result of a professional or business relationship, may be used to the personal advantage of the principals, staff, sub-contractors or external consultants, or to the advantage of third parties.

Any breach in confidentiality or data protection could result in disciplinary action being taken against you.

Confirmation

I have reviewed the above statements and can confirm that I am aware of my responsibilities in relation to client confidentiality. If at any point I believe I have breached confidentiality, I will immediately report it to the Senior Partner, the Practice Manager and the Office Manager so that mitigating steps can be taken and any investigation needed, launched.

I am familiar with the requirements of the Guidelines detailed in the ACCA Code of Ethics and Conduct, Section C1- Disclosing confidential information.



I am aware of the necessity and legal responsibility to keep the affairs of, and my dealings with, clients confidential and understand that implications of not doing so.

Signed:

Date:

Annual Review

I have reviewed the above statements and can confirm that I am aware of my responsibilities in relation to client confidentiality.

I am aware of the necessity and legal responsibility to keep the affairs of, and my dealings with, clients confidential and understand that implications of not doing so.

Signed:

Date:

Annual Review

I have reviewed the above statements and can confirm that I am aware of my responsibilities in relation to client confidentiality.

I am aware of the necessity and legal responsibility to keep the affairs of, and my dealings with, clients confidential and understand that implications of not doing so.

Signed:

Date:

Annual Review

I have reviewed the above statements and can confirm that I am aware of my responsibilities in relation to client confidentiality.

I am aware of the necessity and legal responsibility to keep the affairs of, and my dealings with, clients confidential and understand that implications of not doing so.

Signed:

Date: