

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A9IQNIQ

A17

28/11/2020

#274

COMPANIES HOUSE

1 Company details

Company number 0 2 5 6 1 4 2 5

Company name in full Passdata Limited

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) David Frederick

Surname Wilson

3 Liquidator's address

Building name/number 29 Park Square West

Street Leeds

Post town LS1 2PQ

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region


Postcode

Country

② Other liquidator
Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report																
From date	d	0	d	1	m	1	m	0	y	2	y	0	y	1	y	9	
To date	d	3	d	0	m	0	m	9	y	2	y	0	y	2	y	0	
7	Progress report																
	<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date																
Liquidator's signature	Signature 																
Signature date	d	2	d	6	m	7	m	7	y	2	y	0	y	2	y	0	

LIQ03

Notice of progress report in voluntary winding up

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	Sam Booth
Company name	DFW Associates
Address	29 Park Square West
	Leeds
Post town	LS1 2PQ
County/Region	
Postcode	
Country	
DX	
Téléphone	01133907940

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Passdata Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Declaration of Solvency £		From 01/10/2019 To 30/09/2020 £	From 01/10/2019 To 30/09/2020 £
	ASSET REALISATIONS		
42,639.00	Book Debts	42,639.00	42,639.00
30,139.00	Cash at Bank	24,546.78	24,546.78
	Bank Interest Gross	10.58	10.58
		<u>67,196.36</u>	<u>67,196.36</u>
	COST OF REALISATIONS		
	Specific Bond	260.00	260.00
	Office Holders Fees	2,000.00	2,000.00
	Accountants Fees	500.00	500.00
	Storage Costs	200.00	200.00
	Statutory Advertising	169.00	169.00
	Bank Charges	20.00	20.00
		<u>(3,149.00)</u>	<u>(3,149.00)</u>
	DISTRIBUTIONS		
	Ordinary Shareholders	60,000.00	60,000.00
		<u>(60,000.00)</u>	<u>(60,000.00)</u>
<u>72,778.00</u>		<u>4,047.36</u>	<u>4,047.36</u>
	REPRESENTED BY		
	Bank Current Account		4,047.36
			<u>4,047.36</u>



David Frederick Wilson
Liquidator

The affairs, business and property of the Company are being dealt with by the Liquidator, who acts as the Company's agent and without personal liability.

Liquidator's First Progress Report to Members pursuant to Section 92A of the Insolvency Act 1986

PASSDATA LIMITED – IN LIQUIDATION

For the period to 1 October 2019 to 30 September 2020

This report has been produced by the Liquidator solely to comply with his statutory duty to report to creditors on the progress of the Liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

CONTENTS

1. Statutory Information
2. Introduction
3. Steps taken during the Liquidation
4. Liquidator's Receipts and Payments Account
5. Distributions and outcome for Creditors
6. Pre- Appointment Costs
7. The Liquidator's Remuneration, Disbursements & Expenses
8. Matters Outstanding
9. Conclusion

APPENDICES

1. Appendix 1 – Receipts and Payments Account for the period 1 October 2019 to 30 September 2020
2. Appendix 2 – Details of the Time Incurred in accordance with Statement of Insolvency Practice 9 for the period 1 October 2019 to 30 September 2020
3. Appendix 3 - DFW Charging Policy
4. Appendix 4 – Extract from Rules 18.9 and 18.34 (Creditors' Rights)
5. Appendix 5 – DFW Associates Privacy Policy

ABBREVIATIONS

"The Act"	Insolvency Act 1986 (as amended)
"The Rules"	Insolvency (England and Wales) Rules 2016
"MVL"	Members Voluntary Liquidation
"The Liquidator"	David Frederick Wilson
"Date of Appointment"	1 October 2019
"Period of this report"	1 October 2019 to 30 September 2020

1. STATUTORY INFORMATION

Company Name:	Passdata Limited		
Previous Company Name:	Fiona Cooper Audio Visual Limited Castleco (319) Limited		
Company Number:	02561425		
Date of Incorporation:	22 November 1990		
Principal Activity:	Reproduction of video		
Registered Office:	c/o DFW Associates, 29 Park Square West, Leeds, LS1 2PQ		
Previous Registered Office:	The Cotton Mill, Saddleworth Road, Elland, West Yorkshire, HX5 0SA		
Trading Address:	The Cotton Mill, Saddleworth Road, Elland, West Yorkshire, HX5 0SA		
Share Capital:	192,820 Ordinary share of £1 each		
Shareholders:	Philip Joseph Sutcliffe 192,820 Ordinary Shares		
Director:		<u>Appointed</u>	<u>Resigned</u>
	Philip Joseph Sutcliffe	Before 22 November 1991	-
	Elizabeth Louise Evans	Before 22 November 1991	12 May 2003
Mortgage & Charges:	No Charges		

2. INTRODUCTION

In accordance with Section 92A of the Insolvency Act 1986 I am writing as Liquidator to provide my annual progress report of the Liquidation to the members of the Company.

I am obliged by statute to deliver this report to the members of the Company and file a copy with the Registrar of Companies.

This report includes matters arising in the Liquidation since the date of my appointment.

3. STEPS TAKEN DURING THE LIQUIDATION

Cash at Bank

Cash at bank, was estimated in the Declaration of Solvency at £30,139, the total amount realised has been £24,546.78 which was transferred to the Liquidation account.

Bank Interest

Bank interest of £10.58 has been received in the period of this report, in respect of funds held in the Liquidation account.

Book Debts

At the date of appointment there was a director's loan due to the Company of £42,639. This loan has been repaid in full.

Assets remaining to be realised

There are no assets remaining to be realised.

4. LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

Receipts and Payments

Attached at Appendix 1 is a summary of the Liquidator's receipts and payments for the period 1 October 2019 to 30 September 2020.

5. DISTRIBUTIONS AND OUTCOME FOR CREDITORS

Secured Creditors

There is no outstanding security or charge and therefore no creditor of this classification.

Preferential Creditors

There are no creditors of this classification.

Unsecured Creditors

There are no unsecured creditors in the Liquidation that we are aware of and it will not be necessary to advertise a Notice in the London Gazette prior to the conclusion of the Liquidation.

Prescribed part for unsecured creditors pursuant to Section 176a of the Act

Section 176a of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the Liquidator must make a prescribed part of the company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts.

The prescribed part disappplies in this instance as there is no floating charge creditor.

Distributions to Members

There has been a distributions to the sole shareholder of £60,000. There is a balance of £4,047.36 being held in the Liquidation account which will be distributed at the conclusion of the Liquidation when HM Revenue & Customs ("HMRC") have confirmed I have clearance close the case.

6. PRE APPOINTMENT COSTS

On 1 October 2020, at the Extraordinary General Meeting of Shareholders of the Company, resolutions were presented in conjunction with DFW charging policy. The following resolution was duly passed unanimously, alongside other resolutions:

"That the Liquidator be authorised to draw remuneration of £2,000 plus disbursements plus VAT, in respect of the convening of the members meeting, preparation of the Declaration of Solvency and placing the Company into Liquidation".

In this regard, total pre-appointment fees of £2,000 plus disbursements plus VAT have been paid to DFW Associates.

7. THE LIQUIDATOR'S REMUNERATION, DISBURSEMENTS & EXPENSES

Remuneration

The basis of the Liquidator's remuneration was fixed by the members at the Extraordinary General Meeting of Shareholders of the Company held on 1 October 2019, fixed by reference to the time properly given by him (as Liquidator) and the various grades of his staff calculated at the prevailing hourly charge out rates of DFW Associates, in attending to matters arising in the Liquidation and he is authorised to draw disbursements, including disbursements for services provided by his firm (defined as Category 2 disbursements in Statement of Insolvency Practice 9) in accordance with his firm's charging policy plus VAT.

The Liquidator's time costs for the period 26 November 2019 to 25 November 2020 amount to £7,207.16, which represents 26.92 hours at an average rate of £267.75.

No Liquidator's fees have been drawn in this matter as the fees were agreed at a fixed fee of £2,000 plus disbursements plus VAT, as detailed at section 6 above.

Disbursements

Category 1

The following category 1 disbursements have been incurred and paid in the period of this report:

Charged by	Services Provided	Total Incurred in period £	Total Paid in period £	Balance Remaining To be paid £	Total paid £
Marsh	Specific Bond	260.00	260.00	Nil	260.00
Courts Advertising	Statutory Advertising	169.00	169.00	Nil	169.00
RBS Bank	Bank Charges	20.00	20.00	Nil	20.00
Total		449.00	449.00	Nil	449.00

Category 2

Storage fees of £200 plus VAT have been paid to McCarthys Storage for their storage facility for the Liquidator's files and records.

Other Professional Costs

Queripiel and Kettlewell Accountants were instructed pre appointment to complete the final accounts and Corporation Tax return. A total of £500 plus VAT has been paid for their services.

Appendices

The following further information in relation to the Liquidators time costs is set out at Appendices 2 and 3:

- Appendix 2 - Table of time spent and charge-out values for the period 1 October 2019 to 30 September 2020;
- Appendix 3 - DFW Associates charging policy for disbursements; and
- Appendix 4 – Extract from Rules 18.9 and 18.34 (Creditors' & Members' request for further information and Creditors' and Members' Rights in relation to excessive Remuneration and expenses charged by an office-holder)

8. MATTERS OUTSTANDING

As stated above at section 5, the Liquidator is in the process of obtaining clearance HMRC to conclude the Liquidation prior to making the final distribution to the sole shareholder. As soon as these matters have been concluded the case can be closed and the Liquidator's final report will be circulated.

9. CONCLUSION

Data Protection

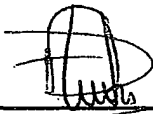
Since 25 May 2018 creditors who are individuals (including former employees) now also have enhanced rights under UK Data Protection legislation.

The Liquidator is obliged to process personal data in the performance of his statutory duties. Information about the way that we will use, and store personal data on insolvency appointments is attached at Appendix 5.

Next Reporting

The Liquidator is required to provide a progress report within two months of the end of the next anniversary of the Liquidation or at the conclusion of the Liquidation, whichever is sooner.

Should you have any further queries please contact my office on 0113 390 7940, alternatively direct any emails to sam.booth@dfvassociates.co.uk.



Dated: 26 November 2020

David Frederick Wilson
Liquidator

Passdata Limited
(In Liquidation)

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Declaration of Solvency £	From 01/10/2019 To 29/09/2020 £	From 01/10/2019 To 29/09/2020 £
RECEIPTS			
Book Debts	42,639.00	42,639.00	42,639.00
Cash at Bank	30,139.00	24,546.78	24,546.78
Bank Interest Gross		10.58	10.58
		<u>67,196.36</u>	<u>67,196.36</u>
PAYMENTS			
Specific Bond		260.00	260.00
Office Holders Fees		2,000.00	2,000.00
Accountants Fees		500.00	500.00
Storage Costs		200.00	200.00
Statutory Advertising		169.00	169.00
Bank Charges		20.00	20.00
Ordinary Shareholders		60,000.00	60,000.00
		<u>63,149.00</u>	<u>63,149.00</u>
Net Receipts/(Payments)		<u>4,047.36</u>	<u>4,047.36</u>
MADE UP AS FOLLOWS			
Bank Current Account		4,047.36	4,047.36
		<u>4,047.36</u>	<u>4,047.36</u>

Appendix 2

Time Entry - SIP9 Time & Cost Summary

MVL0064 - Passdata Limited
All Post Appointment Project Codes
From: 01/10/2019 To: 30/09/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.50	13.00	0.00	0.00	16.50	4,567.50	276.82
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.30	4.82	0.00	3.50	9.62	2,323.66	241.62
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.80	0.00	0.00	0.00	0.80	316.00	395.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.60	17.82	0.00	3.50	26.92	7,207.16	267.75

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	395	395
Manager	245	245
Assistants & Support Staff	160	160

DFW Associates Charging Policy

Introduction

This note applies where a licenced insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees. Following a passing of the resolution for the office holder to be remunerated on a time cost basis. Best practice guidance requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the costs of facilities provided by the firm and where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

Office Holder's Fees in Respect of the Administration of the insolvent estate.

The office holder will delegate tasks to colleagues. Such delegation assists the office holder as it allows him/her to deal with the more difficult aspects of the case and ensures that work is allocated and completed at the appropriate level. There are various staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows the staff working on the case with the office holder to allocate their time to the case. The time is recorded at the individual hourly rate in force at that time which is detailed below.

Expenses Incurred By Office Holder In Respect Of the Administration of Insolvent Estates

Best practice guidance classifies expenses into two broad categories

- Category 1 disbursements (approval not required) – specific expenditure that is directly related to the case usually outsourced to a third party. Once these items of expenditure are incurred they are immediately charged to the case.
- Category 2 disbursements (approval required) – items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval)

- Car Mileage is charged at a rate of 45p per mile
- Storage of books and records (when not chargeable as a category 1 disbursement)
- Expenses which should be treated as Category 2 disbursements (approval required) – in addition to the 2 categories referred to above best practice guidance indicates that where payments are made to outside parties in which the office holder or his firm or any associate has an interest these should be treated as category 2 disbursements

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a category 1 disbursement.

- Telephone and facsimile
- Printing and photocopying
- Stationery

DFW Charge-out Rate

Time is recorded in 6 minute units.

Principal Associate	395
Senior Associate	245
Junior	220

EXTRACT FROM THE INSOLVENCY RULES (ENGLAND AND WALES) 2016

Creditors' and members' requests for further information in administration, winding up and bankruptcy

Rule 18.9

(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

EXTRACT FROM THE INSOLVENCY RULES (ENGLAND AND WALES) 2016

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

Rule 18.34

(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

DFW Associates

Privacy Statement for Data Subjects who are Individuals

Introduction

A Privacy Statement is a document explaining to you, if you are an individual, how your personal data will be used by us and what your rights are.

This Statement describes in general terms how we collect and use personal data about you. It has been prepared to meet the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your personal data.

Data Controller

DFW Associates is a Firm ('the Firm') of Insolvency Practitioners whose sole Principal is David Frederick Wilson ('Mr Wilson'). His and the Firm's contact details are given below. Mr Wilson is licensed to act as an insolvency practitioner in the United Kingdom by the Institute of Chartered Accountants in England and Wales.

Mr Wilson trading as DFW Associates is a Data Controller within the meaning of the Data Protection Legislation when the Firm is engaged to provide a service under the terms of a contract which requires it to process personal data. (The client in respect of whom personal data is being processed is also a Data Controller).

Where Mr Wilson is acting as an Officeholder (Administrative Receiver, Administrator, Liquidator, Nominee or Supervisor of a Voluntary Arrangement or a Trustee in Bankruptcy) under insolvency legislation he is the Data Controller for data processed by him as part of his statutory duties.

In this situation the Company or other legal entity over which he has been appointed as Officeholder will remain the Data Controller in respect of personal data collected and processed by it prior to his appointment (albeit it should now be contacted via the Officeholder).

For all purposes in relation to this Privacy Statement Mr Wilson can be contacted at:

DFW Associates
29 Park Square West
Leeds
LS1 2PQ

E: david.wilson@dfwassociates.co.uk
T: 0113 390 7940

Personal Data

Personal data means any information about an individual from which that person can be identified.

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data – the information we use to identify you, which may include data contained in photographs.
- Contact Data – the information we use to contact you.
- Financial Data – details of your income and expenditure, assets and liabilities and ancillary data such as your bank account details
- Transaction Data - includes details about payments to and from you
- Communications Data - your communication preferences, for example any opt out exercised by you under Insolvency legislation.

We may collect some 'special category' personal data from you including (but not restricted to) details of your health, or whether you are a member of a Trade Union, where this is necessary to meet our legal or regulatory obligations. We may also collect information about criminal convictions and offences and whether you have been previously involved in any personal or corporate insolvency proceedings.

How we collect Personal Data

The personal data we initially used to contact you was provided by the Company or Individual on whose instructions DFW Associates is acting or in relation to which Mr Wilson has been appointed as Officeholder. Your personal data may also be collected from the following sources:

- Records that our client or the insolvent Company or individual already holds about you.
- Questionnaires and Forms completed and submitted by you, for example to the Redundancy Payments Service or to us.
- Correspondence and other communications or meetings between you and the Firm.
- Information provided to the Firm by third parties in relation to an appointment, for example your bank, your professional advisers or the Insolvency Service.
- Information held in the public domain (for example, at Companies House and the Land Registry).

Other data controllers (including clients) may also provide your personal data to us.

How we use Personal Data

Most processing is carried out to comply with the Officeholder's legal and regulatory obligations or to enable DFW Associates to provide a service in accordance with its contractual terms. Personal data will be used to verify identity (where this is required), for communications, to maintain records and process transactions. It may also be used to facilitate the performance of investigations (including the prevention of fraud), the realisation of assets and the agreement and settlement of financial claims. Your personal data may therefore be used for more than one purpose.

Disclosure of your personal data

Mr Wilson and the Firm have a legal obligation, in certain circumstances, to disclose personal data to:

- Mr Wilson's regulatory body, the Institute of Chartered Accountants in England and Wales.
- The Secretary of State (including, but not restricted to, the Official Receiver).

Mr Wilson and the Firm may also be under an obligation to provide your personal data to other third parties who have a statutory right to request it (for example, HMRC and Law Enforcement Agencies) or who have obtained an appropriate court order.

We may also share your personal data with:

- Our accountants, solicitors, insurers and sub-contractors
- Other Governmental or relevant regulatory bodies.
- Third parties who support us in providing our IT systems, including our website, e mails, data backup and storage.
- Third parties who archive our paper records
- Third party professional service providers instructed on a case by case basis by the Officeholder or the Firm, including (but not restricted to) accountants and tax advisers, solicitors, valuers, debt collection agencies and service providers who may assist with the calculation of employee claims or pension deficits and contributions. They will only process your data on our instructions and they are under a professional duty of confidentiality.

Protection of your personal data

Policies and commercially reasonable and appropriate procedures are in place to safeguard your personal data from loss, misuse and improper disclosure.

- Staff training
- Digital personal data is held in secure data centres potentially located worldwide (and therefore potentially outside of the EEC).
- Paper personal data is held at the Firm's offices in Leeds, or, if the case has been closed, in a secure off-site third party storage facility.

We also have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We only allow third-party service providers to process your personal information for specified purposes and in accordance with our instructions.

Retention of Personal Data

We will only retain your personal data for as long as necessary. This necessity includes the purposes of satisfying any legal, accounting, regulatory or reporting requirements.

In line with these requirements personal data will generally be held for no longer than 6 years after the closure of an assignment or insolvency appointment.

If you have opted out of receiving future correspondence from us, your contact details will remain on our opt-out list to prevent you from receiving any further correspondence from us except where we are obliged to contact you by insolvency legislation.

Your rights

We will maintain an accurate record of personal data submitted to us. Please inform us of any changes to your information.

You are entitled to:

- Be notified that we hold and may process your personal data. This Notice meets that requirement
- Request access to and correction of your personal data.
- Request erasure of your personal data (unless we hold it under a legal obligation)
- Object to the processing of your personal data or seek to restrict its scope (unless we hold it under a legal obligation).
- Request the transfer of your personal data to you or to a third party (unless we hold it under a legal obligation).
- Withdraw consent at any time, where we are relying on consent to process your personal data. (Where the data received was not based on obtaining consent the right to withdraw consent does not apply).

To exercise any relevant rights, or to update your personal data, please contact Mr Wilson at david.wilson@dfvassociates.co.uk. We will seek to respond promptly and no later than 28 days.

We may need you to help us to confirm your identity or to ask you for further information to ensure that personal data is not disclosed to any person who has no right to receive it.

Complaints

We trust that this will not be necessary, but if you are concerned about an alleged breach of data privacy law by us please contact Mr Wilson at david.wilson@dfvassociates.co.uk and he will ensure that your complaint is investigated.

You also have the right to complain to the Information Commissioner's Office, the UK supervisory authority for data protection issues. Further information about how to do this can be found on the ICO website www.ico.org.uk

General

We may amplify this Privacy Statement at the point of data collection.

We may change the terms of this Privacy Statement from time to time and will place any updates on our website www.dfvassociates.co.uk. This version is dated 25 May 2018.

Paper copies of this Privacy Notice can be obtained free of charge by written request to our offices at the address given above.