

Accounts by Emma Ltd

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7.1 We will use any personal data you have given to provide product and service information requested and to keep you informed of any changes to that information. Any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media will comply with the Data Protection Act 1998. We endorse and adhere to the Data Protection principles as set out in the Data Protection Act 1998. These principles are designed so that we undertake to ensure your data is:

- Fairly and lawfully processed
- Processed for limited purposes and not in a way incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Not kept for longer than is necessary
- Processed in line with the data subject's rights
- Kept secure
- Not transferred to a country which does not have adequate data protection laws

7.2 When we collect any personal data from you, we will inform you why we are collecting your data and what we intend to use it for.

7.3 We may need to pass your details to another company outside of Accounts by Emma Limited purely to transact your requests effectively. However, your data will not be passed outside of Accounts by Emma Limited for any other purpose.

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