

Taneve Limited Privacy Notice

Last Updated: 28 June 2026

1. Introduction

Taneve Limited (“we”, “our”, or “us”) is committed to protecting the privacy and security of your personal information.

This Privacy Notice explains how we collect, use, store and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable UK data protection legislation.

Please read this notice carefully to understand how we process your personal information.

2. Who We Are

Taneve Limited is an accountancy and business advisory firm.

Company Number: 12157249

Registered Office:

20–22 Wenlock Road

London

N1 7GU

England

Taneve Limited is the Data Controller responsible for your personal data.

Our Data Protection Contact is:

Elizabeth Ogunledun

Email: Elizabeth@taneve.co.uk

3. The Personal Information We Collect

We may collect, use and store the following personal information:

- Name
- Residential or business address
- Email address
- Telephone number
- Date of birth (where required)
- National Insurance Number (where required)
- Payroll and employment information
- Tax information
- Financial information
- Bank details (where required)

- Identification documents for Anti-Money Laundering (AML) purposes
- Details of communications with us
- Information relating to services we provide
- Information obtained from Companies House, HMRC or other public sources where legally permitted

We generally do not collect special category personal data unless it is necessary to provide our services or to comply with legal obligations.

4. How We Collect Personal Information

We collect personal information when:

- You engage us to provide professional services.
 - You request information or a quotation.
 - You communicate with us by email, telephone, post or through our website.
 - Your employer provides information where you are involved in our engagement.
 - We receive information from HMRC, Companies House or other authorised third parties.
 - You apply for employment with us.
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5. Why We Process Your Personal Information

We process personal information for the following purposes:

- Providing accountancy, payroll, bookkeeping and tax services.
 - Meeting contractual obligations.
 - Complying with legal and regulatory requirements.
 - Identity verification and Anti-Money Laundering checks.
 - Managing our business relationship.
 - Responding to enquiries.
 - Managing complaints.
 - Improving our services.
 - Sending relevant business updates and marketing communications where permitted by law.
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6. Our Lawful Bases for Processing

Under UK GDPR we rely on one or more of the following lawful bases:

- Performance of a contract
- Compliance with a legal obligation
- Legitimate interests
- Consent (where required)

Where processing is based on consent, you may withdraw your consent at any time.

7. Who We Share Your Information With

We may share your information with trusted third parties including:

- HM Revenue & Customs (HMRC)
- Companies House
- Payroll providers
- Cloud software providers
- IT support providers
- Professional advisers
- Banks
- Legal advisers
- Regulators
- Law enforcement agencies where required

All third-party providers are required to maintain appropriate security measures and process personal data only on our instructions.

8. International Transfers

Some of our service providers may process personal data outside the United Kingdom.

Where personal information is transferred internationally, we ensure appropriate safeguards are in place, including:

- UK Adequacy Regulations
 - International Data Transfer Agreement (IDTA)
 - International Data Transfer Addendum
 - Standard Contractual Clauses where applicable
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9. Data Security

We take appropriate technical and organisational measures to protect personal information from:

- Loss
- Unauthorised access
- Misuse
- Alteration
- Disclosure
- Destruction

Access to personal information is limited to individuals who require it to perform their duties.

10. Data Retention

We retain personal information only for as long as necessary.

Typical retention periods include:

Record Type	Retention Period
Client files	Six years after the end of the engagement (or longer where legally required)
Payroll records	Six years
Tax records	Six years
AML records	Five years after the end of the business relationship
Recruitment records	Up to 12 months
Marketing information	Until consent is withdrawn or no longer required

11. Your Rights

Under UK GDPR you have the right to:

- Access your personal information.
- Request correction of inaccurate information.
- Request deletion of your information where appropriate.
- Restrict processing.
- Object to processing based on legitimate interests.
- Withdraw consent where processing relies on consent.
- Request portability of your personal data.
- Lodge a complaint with the Information Commissioner's Office (ICO).

To exercise any of these rights, please contact:

Elizabeth Ogunledun

Email: elizabeth@taneve.co.uk

12. Cookies and Website Data

Our website may use cookies to improve user experience and analyse website traffic.

Where required by law, we will request your consent before placing non-essential cookies on your device.

Further information is available in our Cookie Policy.

13. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation or our business practices.

The latest version will always be published on our website.

14. Contact Us

If you have any questions about this Privacy Notice or the way we process your personal information, please contact:

Elizabeth Ogunledun

Data Protection Contact

Email: elizabeth@taneve.co.uk

Information Commissioner's Office (ICO)

If you are unhappy with how we process your personal information, you have the right to complain to the Information Commissioner's Office.

Website: <https://ico.org.uk>

Telephone: 0303 123 1113

Address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF