## **Engagement Terms and Conditions**

## **Data Protection**

The information you provide will be used by us primarily to provide our consultancy services to you. This will include updating and enhancing client records, analysis to help us manage our business, statutory returns and legal and regulatory compliance. Your information will be kept confidential and secure. Our use of this information is subject to your instructions and the General Data Protection Regulation (under which we are a Data Controller). Occasionally we would like to send you information about additional services we offer. If you do not wish to receive such information, then please write to our Data Protection Manager at 207 Regent Street, London W1B 3HH. For further information as to how we protect and respect your privacy and ensure the security of your personal data, please read our Privacy Notice as published on our website at www. Huettjames.co.uk.