

## Privacy Policy

**Effective Date:** 8 May 2026

**Business Name:** Greenlight Capital Allowances Limited

**Registered Address:** Newark Works, 2 Foundry Lane, Bath, United Kingdom, BA2 3GZ

**Email Address:** mark.holmes@greenlightca.uk

**Telephone Number:** 07525154588

### 1. Introduction

This Privacy Policy explains how Greenlight Capital Allowances Limited (“we”, “us”, “our”) collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (“UK GDPR”), the Data Protection Act 2018, and other applicable data protection laws.

We are a UK-based professional services business providing capital allowances consultancy and related tax advisory services to UK clients.

This policy applies to:

- Clients
- Prospective clients
- Professional contacts
- Website users
- Suppliers and contractors

### 2. Who We Are

Greenlight Capital Allowances acts as a Data Controller in relation to the personal data processed as part of our business operations.

Our services include:

- Capital allowances advice
- Preparation of capital allowances reports
- Analysis of financial and tax documentation
- Property and expenditure reviews
- Tax-related consultancy services

### 3. The Information We Collect

We may collect and process the following categories of personal data:

#### Client and Contact Information

- Full names
- Job titles
- Business names
- Email addresses
- Telephone numbers
- Postal addresses
- Company registration details

#### Financial and Tax Information

To provide our services, we may process:

- Financial statements
- Tax returns
- Property purchase information
- Capital expenditure schedules
- Accounting records
- Asset registers
- Invoices and supporting financial documents

#### Identity and Verification Information

Where required for compliance purposes, we may process:

- Identification documents
- Proof of address
- Business ownership details

#### Technical Information

When using our website or systems, we may collect:

- IP addresses
- Browser information
- Device information
- Website usage data
- Cookie data

## 4. How We Collect Information

We collect information:

- Directly from clients
- From accountants, solicitors, or authorised representatives
- Through engagement forms and correspondence
- Via email, telephone, or meetings
- Through our website
- From publicly available sources where appropriate

## 5. How We Use Personal Data

We process personal data for the following purposes:

- Identifying and onboarding clients
- Providing capital allowances consultancy services
- Producing capital allowances reports
- Reviewing accounts and tax documentation
- Performing financial and tax analysis
- Communicating with clients and advisers
- Managing billing and payments
- Complying with legal and regulatory obligations
- Maintaining internal business records
- Improving our services and systems

## 6. Lawful Basis for Processing

Under UK GDPR, we rely on the following lawful bases:

### Contractual Necessity

Processing is necessary to provide professional services requested by clients.

### Legitimate Interests

We may process data where necessary for our legitimate business interests, including:

- Managing client relationships
- Maintaining records
- Improving services
- Preventing fraud

- Ensuring information security

We ensure such processing does not override individuals' rights and freedoms.

## Legal Obligation

We may process data to comply with legal and regulatory requirements, including tax, accounting, and anti-money laundering obligations.

## 7. Sharing Personal Data

We may share personal data with:

- Accountants
- Solicitors
- Professional advisers
- HM Revenue & Customs (HMRC)
- Regulatory bodies
- IT and cloud service providers
- Secure document storage providers
- CRM and business administration providers

We only share information where necessary and ensure appropriate contractual and security measures are in place.

We do not sell personal data to third parties.

## 8. Use of AI and Technology Tools

We may use secure software tools, automation systems, and AI-assisted technologies to support:

- Document drafting
- Data analysis
- Administrative efficiency
- Workflow management
- Report preparation

Where AI or cloud-based systems are used:

- Appropriate safeguards are implemented
- Access controls are maintained
- Data minimisation principles are applied
- Sensitive or special category data is restricted where possible

- Commercially reasonable security measures are used

We remain responsible for ensuring personal data is handled in accordance with UK GDPR.

## 9. International Transfers

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

Where international transfers occur, we ensure appropriate safeguards are in place, including:

- UK adequacy regulations
- International Data Transfer Agreements (IDTAs)
- Standard contractual clauses
- Equivalent lawful safeguards

## 10. Data Security

We take appropriate technical and organisational measures to protect personal data, including:

- Secure cloud storage
- Password protection and access controls
- Encrypted systems where appropriate
- Staff confidentiality obligations
- Secure document handling procedures
- Regular software and security updates

While we take reasonable steps to protect information, no transmission or storage system can be guaranteed to be completely secure.

## 11. Data Retention

We retain personal data only for as long as necessary for:

- Providing services
- Meeting legal and regulatory obligations
- Resolving disputes
- Enforcing agreements

Typically, professional and tax-related records may be retained for up to 6–7 years following the end of a client relationship, unless a longer retention period is required by law or professional obligations.

## 12. Your Rights

Under UK GDPR, individuals may have the right to:

- Access personal data
- Request correction of inaccurate data
- Request erasure of data
- Restrict processing
- Object to processing
- Request data portability
- Withdraw consent where applicable
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests can be made using the contact details below.

## 13. Cookies and Website Data

Our website may use cookies and similar technologies to improve functionality and user experience.

Users may manage cookie preferences through their browser settings.

A separate Cookie Policy may also apply.

## 14. Third-Party Links

Our website or communications may contain links to third-party websites. We are not responsible for the privacy practices of external websites.

## 15. Contact Details

If you have any questions about this Privacy Policy or wish to exercise your rights, please contact:

**Greenlight Capital Allowances Limited**

Newark Works, 2 Foundry Lane, Bath, United Kingdom, BA2 3GZ

Email: [mark.holmes@greenlightca.uk](mailto:mark.holmes@greenlightca.uk)

Telephone: 07525154588

## 16. Complaints

If you are unhappy with how we handle personal data, you may contact the UK Information Commissioner's Office:

Information Commissioner's Office (ICO)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Website: <https://ico.org.uk>  
Telephone: 0303 123 1113

## 17. Changes to This Policy

We may update this Privacy Policy from time to time.

The latest version will always be available on request or published on our website.