

The Association of Certified Digital Accounting Professionals (ACDAP) is committed to the privacy and protection of personal data. We have formulated this policy for our practices in collection, processing, storage, and protection of personal data – all of which will comply with the General Data Protection Regulation and applicable United Kingdom Laws to Data Protection. We strive for the highest quality of data protection and utmost respect for the rights of individuals.

### The legal framework

The two key laws that regulate personal data protection in the UK are the GDPR (General Data Protection Regulation) and the DPA 2018 (Data Protection Act 2018). The GDPR is an EU regulation that lays down a legal mechanism regarding how personal data should be processed, providing underlying principles such as transparency, accountability, and the rights of individuals.

The DPA 2018 is the law that supplements, modifies, and reforms the GDPR with respect to the UK judiciary, making it appropriate for the UK's regulatory environment.

These laws, therefore, put forward ways in which all organisations, such as ACDAP, should handle personal data in a responsible and secure manner that shows respect for the privacy and rights of everyone; compliance is key to upholding trust while protecting the personal information of everyone with whom we deal.

### Purpose of this policy

The aim of this policy is to explain to you how we process personal data with our processes. This policy explains how personal data is handled so that people can be informed and have clear outlines of their rights.

### Definitions

Personal data is any information that can identify a person directly or indirectly. This includes information such as names, contact details, or any other information about the data subject.

Personal data shall mean any operation or set of operations which is performed on personal data, whether by automated means or otherwise, including collection, recording, storage, adaptation, alteration, retrieval, consultation, use, disclosure, dissemination or otherwise.

As a data controller, ACDAP defines the operation and the means of processing personal data. There is also a possibility that we may be acting as a data processor when dealing with the information of other bodies.

On the one hand, data that ACDAP collects is extensive, including various forms of personal information:

- Contact information and everything connected with it, the name and email address, the telephone and/or fax number, the postal or visiting address.
- Professional information, like qualifications and records of what has been attained in the area of education, employment details, and professional memberships.
- Payment information, inter alia, financial deals details, having bank particulars, and payment card particulars.

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- Records of communications deriving from personal contact through e-mail, telephone calls, and personal meetings.

We also collect information on website utilisation, such as IP addresses, browser types, operating systems, and user statistics via cookies.

ADAP collect personal data in a number of ways. Membership, certification, and training registration forms. Online registration via our website for many services and updates. Direct communication information may be sent to us by email, phone, or mail, posted by an individual to our office or another meeting place.

We also collect opinions and suggestions directly from our members through surveys and feedback forms which help us to better our services. Personal information is also supplied by third-party providers and partners who deliver services to us in connection with the services we provide.

### Legal basis for processing

ACDAP processes personal data on the basis of several legal grounds. For each type of processing, consent is obtained when explicit consent is required. Contractual necessity relates to the processing of data in order to fulfill our obligations under contracts related to our services.

Legal obligation is based on actual laws and dictates that we process data to comply with legislation. Legitimate interest allows for processing data for business interests, provided those business interests are not superseding the rights of the individuals, such as service improvement or market research.

### Data use

ACDAP collects personal data and processes them for various purposes. Managing services means processing data to deliver, support, and manage our services, including training and certification services, to which the membership pertains. Communication with you includes sending important updates, notices, and information regarding services.

Data is also processed to support the management of billing and payments. It is also further processed in the event of ensuring compliance with the applicable laws and regulatory requirements. In a generic way, it may also be used to improve our services and for research purposes.

Data is shared only under certain conditions. Personal data may be shared with third-party service providers such as payment processors, IT support teams, and marketing agencies to support our operations. It may also be shared with regulatory bodies to address compliance requirements or any other reporting requirements. The data may be shared with accrediting agencies when looking at certification purposes or when seeking professional qualifications.

ACDAP confirms that strong security is in effect to ensure the safety of the personal data. We implement proper technical and organisational measures to prevent accidental losses, unauthorised access, modifications, or disclosures of personal data. This shall include such protections on data as encryption, secure servers, and measures regulating access to information. If a data breach were suspected, the procedure would be reported to the parties concerned and to all relevant regulators as per legal requirements.

Personal data will not be kept in a form that permits identification of data subjects for longer than is required to fulfill the purposes for which the data was processed or by law. The duration of the

retention depends on the nature and sensitivity of the data, potential risk of harm from unauthorised use, and any applicable legal requirement.

These considerations stipulate periods of data retention, and we either store data securely or handle it appropriately throughout its existence.

ACDAP is a worldwide organisation and concerned personal data may have to transfer to countries outside the EEA. This may also include the collection of data from countries like UAE, Pakistan, Ireland, Australia, New Zealand, Canada, and the USA. In preparing for data collection outside the EEA, the safeguards include those that would be adequate, namely, the standard of the contract clauses that have been approved by the European Commission to cover the risks identified by the data protection laws.

### Your rights

You have the following rights in relation to your personal data under data protection:

- The right to access your personal information
- The right of correction
- Processing limitation
- Data portability
- Erasure of data
- Objecting

If you wish to exercise any of the rights or have any concern about the processing of your data then you can feel free to contact us on the below contact details.

### Updates

We may revise this policy from time to time. Where changes in the policy impact your privacy, we will let you know to the extent required. The most current version of the policy will always be hosted on our website.

### Contact Us

If you have any questions or concerns about any of the provisions in this policy or are intending to exercise any of your rights, you can contact us by email at [contact@acdap.org](mailto:contact@acdap.org) or write to us at the same address.



**Salman Khan**  
Chief Executive Officer