

CHECKING CLIENTS' IDENTITY

Identity records

In accordance with the accountancy profession's Anti Money Laundering (AML) obligations, it is necessary for us to keep up to date identity records for all clients. In order to do this efficiently we may obtain a confidential electronic check from a third party provider, and/or maintain paper ID records that clients may have provided to us in the past.

Keeping clients informed as regards record keeping:

- We have to hold AML identity records, whether electronic or manual, for at least five years following the end of a business relationship.
- All data will be kept securely and appropriately in accordance with the Data Protection Act.
- If we obtain an electronic AML check this will be recorded by Equifax but please rest assured that, unlike a credit check, it will not affect credit ratings.

No action is required by clients, but if you have any questions regarding the above, please do not hesitate to get in touch.

Winton Bath Group Ltd