In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up

Companies House

For further information, please refer to our guidance at www.gov.uk/companieshouse

### 1 Company details

| | |
|---|---|
| Company number | 0 8 9 4 5 9 5 3 |
| Company name in full | & Alchemy Marketing Communications Ltd |
| | |

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

### 2 Liquidator's name

| | |
|---|---|
| Full forename(s) | Michael |
| Surname | Fortune |

### 3 Liquidator's address

| | |
|---|---|
| Building name/number | 1580 Parkway |
| Street | Solent Business Park, Whiteley |
| | |
| Post town | Fareham |
| County/Region | Hampshire |
| Postcode | P O 1 5 7 A G |
| Country | |

### 4 Liquidator's name ❶

| | |
|---|---|
| Full forename(s) | Carl |
| Surname | Faulds |

❶ **Other liquidator**
Use this section to tell us about another liquidator.

### 5 Liquidator's address ❷

| | |
|---|---|
| Building name/number | 1580 Parkway |
| Street | Solent Business Park, Whiteley |
| | |
| Post town | Fareham |
| County/Region | Hampshire |
| Postcode | P O 1 5 7 A G |
| Country | |

❷ **Other liquidator**
Use this section to tell us about another liquidator.

# LIQ03
Notice of progress report in voluntary winding up

## 6 Period of progress report

| | d | d | m | m | y | y | y | y |
|---|---|---|---|---|---|---|---|---|
| From date | 0 | 6 | 0 | 4 | 2 | 0 | 2 | 3 |
| To date | 0 | 5 | 0 | 4 | 2 | 0 | 2 | 4 |

## 7 Progress report

☑ The progress report is attached

## 8 Sign and date

Liquidator's signature

Signature

X

X

| | d | d | m | m | y | y | y | y |
|---|---|---|---|---|---|---|---|---|
| Signature date | 2 | 4 | 0 | 5 | 2 | 0 | 2 | 4 |

# LIQ03
Notice of progress report in voluntary winding up

## Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.


Contact name
David Manning

Company name
Leonard Curtis

Address
1580 Parkway

Solent Business Park, Whiteley

Post town
Fareham

County/Region
Hampshire

Postcode
P O 1 5 7 A G

Country

DX

Telephone
01489 550 440


## Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

## Important information

**All information on this form will appear on the public record.**

## Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

## Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse
or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

# & Alchemy Marketing Communications Ltd

## In Liquidation

## Joint Liquidators' Summary of Receipts and Payments (Accruals Basis)

| Declaration of Solvency £ | | From 06 April 2023 To 05 April 2024 £ | From 06 April 2020 To 05 April 2024 £ |
|---|---|---|---|
| | **ASSET REALISATIONS** | | |
| 71,633.00 | Tax refund | 0.00 | 0.00 |
| 35,658.00 | Cash at bank | 0.00 | 35,669.12 |
| 220,390.00 | Director loan account | 0.00 | 220,390.00 |
| | Bank interest gross | 63.78 | 80.26 |
| | | 63.78 | 256,139.38 |
| | **COST OF REALISATIONS** | | |
| | Declaration of solvency disbursements | 0.00 | 7.10 |
| | Specific bond | 0.00 | 330.00 |
| | Declaration of solvency fee | 0.00 | 3,000.00 |
| | Joint liquidators' remuneration | 0.00 | 6,000.00 |
| | Joint liquidators' disbursements | 0.00 | 11.80 |
| | Search fees | 0.00 | 7.35 |
| | Cost of indemnity including legal fees | 0.00 | 750.00 |
| | Accountants' fees | 0.00 | 1,000.00 |
| | Postworks charges | 0.00 | 10.28 |
| | Advertising in London Gazette | 0.00 | 259.95 |
| | | 0.00 | (11,376.48) |
| | **SHAREHOLDERS** | | |
| | Ordinary shareholders | 0.00 | 230,390.00 |
| | | 0.00 | (230,390.00) |
| **327,681.00** | | **63.78** | **14,372.90** |
| | **REPRESENTED BY** | | |
| | Current account - RBS CMS | | 14,372.90 |
| | | | **14,372.90** |

Instructions were given to Stewart & Co Ltd to provide accountancy services as set out in the narrative of the report. Prior to instruction we considered their expertise and agreed a fair, reasonable and proportionate cost structure based on time costs. We concluded that they were the best party to instruct. We are required to report whether anyone instructed is associated with us, there is no such association.

Instructions were given to Coffin Mew LLP in respect of the preparation of the shareholder indemnity. Prior to instruction we considered their expertise and agreed a fair, reasonable and proportionate cost structure based on a fixed fee. We concluded that they were the best party to instruct. We are required to report whether anyone instructed is associated with us, there is no such association.

Share capital of £2 has been repaid.
A distribution totalling £220,388, being £110,194 per £1 ordinary share, was declared on 29th April 2021.
A distribution totalling £10,000, being £5,000 per £1 ordinary share, was declared on 27th January 2022.

The funds held are in an interest bearing account.

Michael Robert Fortune
Joint Liquidator

Leonard Curtis

MF/CF/DJM/SW/KM/SH/CG/AJ/A9261 — 24th May 2024

## Annual progress report to members and creditors

**& Alchemy Marketing Communications Ltd in liquidation**

| | | | |
|---|---|---|---|
| **Full registered name** | & Alchemy Marketing Communications Ltd | **Registered office** | 1580 Parkway<br>Solent Business Park<br>Whiteley, Fareham<br>Hampshire<br>PO15 7AG |
| **Registered number** | 08945953 | **Trading address** | 105 Ringwood Road<br>Verwood<br>Dorset<br>BH31 7AD |
| **Other trading names** | None | | |
| **Name of liquidators and their licensing bodies** | Michael Robert Fortune | Insolvency Practitioners Association | |
| | Carl Derek Faulds | Insolvency Practitioners Association | |
| **Liquidators' address** | 1580 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire, PO15 7AG<br>E-mail creditors.south@leonardcurtis.co.uk | | |
| **Date of appointment** | 6th April 2020 | **Appointed by** | Members |
| **Period of account** | 6th April 2023 to 5th April 2024 | | |

Note – Michael Robert Fortune and Carl Derek Faulds of Portland Business & Financial Solutions Limited ("Portland") were appointed as Joint Liquidators of the company on 6th April 2020. On 1st November 2022 Portland was renamed Leonard Curtis South Coast Limited ("LCSC"), trading as Leonard Curtis, following its acquisition by the Leonard Curtis Group. On 1st May 2024 the business of LCSC was transferred into Leonard Curtis (UK) Limited, trading as Leonard Curtis. The appointed insolvency practitioners and the staff working on the case remain unchanged.

We have recently passed the anniversary of our appointment as joint liquidators on 6th April 2020. We are therefore providing you with a report on the progress of the winding up.

## Progress to date in realising assets

We enclose a summary of our receipts and payments account. We have provided comparisons of the realisations with the original director projections in the declaration of solvency, which we hope you will find helpful.

As reported previously, immediately following our appointment we wrote to the company's bankers to arrange for the bank account to be closed and remaining credit balance to be remitted to us, we received £35,699 in this respect, slightly higher than the amount shown on the declaration of solvency.

The declaration of solvency set out that there was an overdrawn director loan account of £220,390. This amount was repaid shortly following our appointment as liquidators.

We have written to HM Revenue & Customs (HMRC) to request that they process s458 relief claim and issue the tax refund due to the company of £71,633. We were informed by HMRC that they had an open enquiry against the company and as a result any refunds that may be due to the company were held pending the conclusion of their enquiry. This matter is still ongoing.

During the period bank interest of £64 has been received on the balances held, bringing total realisations in this respect to £80.

## Creditors' claims and dividends

### Fixed charge creditors

There are no fixed charge creditors of the company.

### Preferential creditors

There are no preferential creditors of the company.

### Floating charge creditors

There are no floating charge creditors of the company.

### Unsecured creditors

With the assistance of the company's accountants, Stewart & Co Ltd, we arranged for the final Corporation Tax return to be submitted to HMRC in order to obtain their claim in the liquidation. As anticipated there was no outstanding liability in respect of this period.

As set out above, during the liquidation HMRC have informed us that there is an open enquiry against the company and as such they consider they may have a claim in the liquidation.

In the period since our last report we have continued to liaise with HMRC, the director and the company's accountant in respect of this ongoing enquiry. This has included discussions in respect of potential settlement options and the timing for the enquiry to be concluded. This matter is still ongoing and at this stage it is uncertain when this position will be concluded.

## Outcome for shareholders

The shareholding on appointment was held as follows.

| Shareholder | Number of shares | Value of share | Type of share |
|---|---:|---:|---|
| Mr R Schulkins | 1 | £1 | Ordinary |
| Mrs K Schulkins | 1 | £1 | Ordinary |
| Total | 2 | | |

We have repaid the share capital of £2 and paid distributions, details of which can be found on the attached receipts and payments account.

## Liquidators' fees, disbursements and expenses

The members resolved by way of written resolution that our remuneration should be based on our time costs.

We are now required to provide shareholders with details relating to those time costs and the disbursements that we have incurred. This is analysed on the attached schedule, along with a narrative, schedule of our current charge-out rates and disbursements policy. The totals are summarised below.

| | Period of this report (£) | Total to 05/04/2024 (£) |
|---|---|---|
| Time costs | 2,448 | 14,288 |
| Amount paid | -- | 6,000 |

In our letter of engagement we estimated that our fees would be £2,000. The time costs have exceeded this due to the additional work we have been required to undertake in submitting final returns to HMRC, chasing for overall clearance to be provided and seeking recovery of tax and VAT refunds due to the company. In addition we have now been required to prepare four three annual progress reports and liaise with HMRC, the director and the company's accountant in respect of HMRC's open enquiry. The shareholders have agreed additional fees at various stages of the liquidation and we will agree a final fee with the shareholders in due course.

We have also drawn a fee of £600 for dealing with the shareholder indemnities.

We have drawn a fee of £3,000 for the work prior to the liquidation as approved by the letter of engagement dated 31st March 2020.

We have also instructed agents to handle certain aspects of the liquidation on our behalf where it was either more cost-effective for them to do so or where they have a particular expertise that was required. A summary of the expenses is enclosed.

**Creditors' and members' requests for further information**

In accordance with rule 18.9 Insolvency (England and Wales) Rules 2016 the following may make a written request to us for further information about remuneration or expenses set out in this report:-

- A secured creditor
- An unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question)
- Any unsecured creditor with the permission of the court
- Members of the company with at least 5% in value of the total voting rights of all members having the right to vote at general meetings of the company
- Any member with the permission of the court

A request, or an application to the court for permission, must be made, or filed with the court (as applicable) within 21 days of the receipt of this report.

In accordance with rule 18.34 the following may make an application that the remuneration charged is in all circumstances excessive or the basis is inappropriate or the expenses incurred are excessive:-

- A secured creditor
- An unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question)
- Any unsecured creditor with the permission of the court
- Members of the company with at least 10% in value of the total voting rights of all members having the right to vote at general meetings of the company
- Any member with the permission of the court

The application to the court must be made no later than eight weeks after the receipt of this report.

Further information regarding liquidators' fees can be found by visiting the following website link https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/

## Anticipated timescale for completion of the winding up

We are currently unable to estimate when the winding up will be completed. Prior to the conclusion of the liquidation, we need to address these outstanding issues upon which we have commented in this report:-

- Obtaining confirmation from HMRC that their enquiry has been concluded.
- The recovery of the tax refund due to the company.
- The final distribution to the shareholders, when bringing the liquidation to a close.

We hope the contents of this account have provided you with a clear and detailed explanation of the conduct of the winding up. If you have any queries or require further explanations or further information, please do not hesitate to contact us.

Michael Fortune
**Joint Liquidator**

**Attachments**

- Summary of receipts and payments
- SIP 9 time analysis
- Narrative of time spent
- Summary of disbursements and expenses
- Schedule of charge out rates
- Shareholder privacy notice

**& Alchemy Marketing Communications Ltd**

**In Liquidation**

**Joint Liquidators' Summary of Receipts and Payments (Accruals Basis)**

| Declaration of Solvency £ | | From 06 April 2023 To 05 April 2024 £ | From 06 April 2020 To 05 April 2024 £ |
|---|---|---|---|
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| | Bank interest gross | 63.78 | 80.26 |
| | | 63.78 | 256,139.38 |
| | **COST OF REALISATIONS** | | |
| | Declaration of solvency disbursements | 0.00 | 7.10 |
| | Specific bond | 0.00 | 330.00 |
| | Declaration of solvency fee | 0.00 | 3,000.00 |
| | Joint liquidators' remuneration | 0.00 | 6,000.00 |
| | Joint liquidators' disbursements | 0.00 | 11.80 |
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| | Cost of indemnity including legal fees | 0.00 | 750.00 |
| | Accountants' fees | 0.00 | 1,000.00 |
| | Postworks charges | 0.00 | 10.28 |
| | Advertising in London Gazette | 0.00 | 259.95 |
| | | 0.00 | (11,376.48) |
| | **SHAREHOLDERS** | | |
| | Ordinary shareholders | 0.00 | 230,390.00 |
| | | 0.00 | (230,390.00) |
| **327,681.00** | | **63.78** | **14,372.90** |
| | **REPRESENTED BY** | | |
| | Current account - RBS CMS | | 14,372.90 |
| | | | **14,372.90** |

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The funds held are in an interest bearing account.

SIP9 Time & Cost Summary

& Alchemy Marketing Communications Ltd - A9261

06 April 2023 to 05 April 2024

& Alchemy Marketing Communications Ltd (Showing Post-Appointment only)

| Classification of Work Function | Partner | Manager | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---|---|---|---|---|---|---|---|
| Administration & planning | 0.20 | 0.30 | 1.40 | 0.00 | 1.90 | 484.50 | 255.00 |
| Creditors | 0.00 | 1.30 | 0.60 | 0.00 | 1.90 | 584.50 | 307.63 |
| Fixed charge | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Investigations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pre appointment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Realisation of assets | 0.10 | 1.30 | 1.00 | 0.00 | 2.40 | 724.50 | 301.88 |
| Reporting | 0.10 | 1.30 | 0.60 | 0.00 | 2.00 | 654.50 | 327.25 |
| Trading | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total Hours** | **0.40** | **4.20** | **3.60** | **0.00** | **8.20** | **2,448.00** | **298.54** |
| **Total Fees Claimed** | | | | | | 0.00 | |
| **Total Expenses Claimed** | | | | | | 0.00 | |

SIP9 Time & Cost Summary

& Alchemy Marketing Communications Ltd - A9261

06 April 2020 to 05 April 2024

& Alchemy Marketing Communications Ltd (Showing Post-Appointment only)

| Classification of Work Function | Partner | Manager | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---|---|---|---|---|---|---|---|
| Administration & planning | 3.10 | 0.70 | 3.30 | 8.80 | 15.90 | 2,934.00 | 184.53 |
| Creditors | 1.70 | 11.20 | 10.10 | 7.40 | 30.40 | 6,405.50 | 210.71 |
| Fixed charge | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Investigations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pre appointment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Realisation of assets | 0.70 | 2.20 | 3.80 | 7.20 | 13.90 | 2,614.00 | 188.06 |
| Reporting | 0.40 | 2.20 | 6.00 | 2.30 | 10.90 | 2,335.00 | 214.22 |
| Trading | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total Hours** | **5.90** | **16.30** | **23.20** | **25.70** | **71.10** | **14,288.50** | **200.96** |
| **Total Fees Claimed** | | | | | | **6,600.00** | |
| **Total Expenses Claimed** | | | | | | **359.43** | |

## Narrative of time spent

We have recorded time in the following categories of work that we have handled:-

### AP: Administration and planning

Internal management of the case to ensure it is completed in an expedient manner and in accordance with good practice. Maintaining the estate accounts and ensuring compliance and statutory filing requirements, further details as set out on the attached.

Whilst this work provides no financial benefit to the members and creditors it is required by statute.

### C: Creditors

Corresponding with creditors about their claims, as more fully described under the "Creditor claims and outcome for creditors" in the report, further details as set out on the attached.

Where work was undertaken to agree claims in order to distribute funds to creditors this was for the financial benefit of the creditors. Whilst the other work provided no financial benefit to the members and creditors it was required by statute.

### R: Realisation of assets

Taking appropriate measures to realise the assets of the company, as more fully explained under the heading "Outcome in realising assets" in the report, further details as set out on the attached.

This work has provided a financial benefit to the creditors and members as sufficient funds are available from the realisations to enable a distribution to creditors and members.

### Reporting

Communicating with creditors about the initial appointment, preparing and distributing reports, further details as set out on the attached.

Whilst this work provides no financial benefit to the members and creditors it is required by statute.

**& Alchemy Marketing Communications Ltd**

**Category 2 expenses**

| Disbursement | Rate paid | Accrued 06/04/2023 to 05/04/2024 £ | Total accrued to 05/04/2024 £ |
|---|---|---|---|
| Postage and stationery | 3 times postage | - | - |
| Photocopying and printing | 10p per copy | - | 1.80 |
| Mileage | HM Revenue & Customs agreed rate | - | - |
| Room hire | £120 per meeting | - | - |
| Storage (Portland archive) | £50 per box per year | - | - |
| Facsimile | £1 per page | - | - |
| Company searches | 2 times cost | - | - |
| Anti Money Laundering check | £4.50 per search | - | 7.35 |
| Banking fee | £10 per case | - | 10.00 |
| | | **-** | **19.15** |

Note - since 1st April 2021 the only category 2 expenses incurred will be mileage

**Category 1 expenses**

| Type of expense incurred | Name | Accrued 06/04/2023 to 05/04/2024 £ | Total accrued to 05/04/2024 £ |
|---|---|---|---|
| Direct posting costs | Postworks | 1.45 | 12.70 |
| Statutory bond | Insolvency Risk Services | - | 330.00 |
| Statutory advertising | Courts Advertising | - | 259.95 |
| | | **1.45** | **602.65** |

**Category 1 expenses - Professional fees**

| Name | Type of expense incurred | Accrued 06/04/2023 to 05/04/2024 £ | Total accrued to 05/04/2024 £ |
|---|---|---|---|
| Coffin Mew LLP | Legal fees, indemnity fee | - | 150.00 |
| Stewart & Co Limited | Accountants fee | - | 1,000.00 |
| | | **-** | **1,150.00** |

The amounts paid are shown on the receipts and payments acount

## Fees and disbursements policies

### Fee policy

In line with most practices, we normally calculate our fees on the basis of the time spent by each member of staff. We are prepared to calculate fees as a percentage of realisations or as a fixed fee by special arrangement only where the circumstances warrant it. Where the assignment relates to an insolvency appointment, we are normally required to obtain a resolution from creditors approving the basis of calculation.

Staff of the appropriate grades, are allocated to each task on each assignment, according to the size and complexity of the matter, and they record their time in six minute units. Where the fee is to be calculated on the basis of time spent, cost rates for each grade are then used to evaluate the fee. The effectively hourly rates are currently as follows:-

| | **Cost per hour** | |
|---|---|---|
| | **From 1 Nov 2022** | **To 31 Oct 2022** |
| | **£** | **£** |
| Director | 550 | 390 |
| Senior Manager (previously Associate director) | 465 | 360 |
| Manager 1 (previously Client director) | 415 | 330 |
| Manager 2 (previously Case manager) | 365 | 235 |
| Admin 1 (previously Senior insolvency administrator) | 295 | 200 |
| Admin 2 | 265 | N/A |
| Admin 3 (previously Case administrator) | 245 | 160 |
| Admin 4 (previously Administrator) | 175 | 130 |
| Admin 4 (previously Cashiers) | 175 | 130 |

The rates are reviewed periodically, typically every 1-2 years, and could therefore increase during any particular assignment.

### Expenses policy

**Category 1 – no approval required**

Where expenses are incurred through third parties specifically in respect of the assignment, they are recharged to the case as incurred, for example statutory advertising, external room hire, fidelity bond, rail travel and external storage. These are defined as category 1 expenses in SIP9 and approval is not required.

**Category 2 – approval required**

Other expenses can be recharged to the assignment based on a share or allocation of a cost that Leonard Curtis incurs centrally. These are defined as category 2 expenses in SIP 9 and approval is required. Typically such expenses and the method of allocation are as follows:-

| | | |
|---|---|---|
| Postage and stationery | - | Three times postage cost |
| Photocopying and printing | - | 10p per copy |
| Facsimile | - | £1 per page |
| Mileage | - | HM Revenue and Customs agreed rate |
| Room hire | - | £120 per meeting |
| Storage (Leonard Curtis archive) | - | £50 per box per year |
| Company searches | - | Two times cost |
| Virtual meeting/conference call | - | £10 per meeting/call |
| Banking fee | - | £10 per case |
| Debt collection fees | - | Details in report if charged |
| Leonard Curtis Legal | - | Details in report if charged |

* Note – the only category 2 expenses which may have been incurred since 1st April 2021 are debt collection fees, legal fees and mileage.

## PRIVACY NOTICE FOR SHAREHOLDERS

### Information we collect and hold about you

As you are aware, the directors of the Company have instructed us to assist them in placing the Company into a formal insolvency procedure. As shareholders of the Company, both prior to the commencement of that procedure and after our appointment as Insolvency Practitioners, we will request information from you and also from the Company.

Some of the information we collect will fall within the definition of Personal Data. Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data which we will require include but are not limited to your name, home address, date of birth, national insurance number and bank account details.

If you do not provide us with the information we require, this may adversely affect our ability to comply with our legal obligations.

### Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with our legal obligations under the Money Laundering Regulations 2017, the Company Directors' Disqualification Act 1986, the Employment Rights Act 1996, the Insolvency Act 1986 and any other associated legislation to which we are subject as Insolvency Practitioners.

### How we use your information

All information you supply to us is required to enable us to comply with the provisions of the Insolvency Act 1986 and associated legislation as stated above.

### Who we share your information with

We may be required to share some of your Personal Data with creditors of the Company. The data which will be shared with your creditors will be limited to that required to be disclosed under insolvency legislation.

We may also share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

### How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after the insolvency has concluded. Electronic data files will be removed from our Case Management System 6 years after conclusion of the insolvency but may be held on our server for a longer period of time but with restricted access.

### Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

**Your right to complain**

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

**Contacting us**

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively she can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk

**Data Controller: Leonard Curtis**