

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 9 3 1 6 3 8 7

Company name in full Attercopia Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Sean

Surname Williams

3 Liquidator's address

Building name/number Leonard Curtis

Street 36 Park Row

Leeds

Post town

County/Region

Postcode L S 1 5 J L

Country

4 Liquidator's name ①

Full forename(s) Phil

Surname Deyes

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Leonard Curtis

Street 36 Park Row

Leeds

Post town

County/Region

Postcode L S 1 5 J L


Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

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6	Period of progress report															
From date	d	0	d	2	m	0	m	1	y	2	y	0	y	2	y	0
To date	d	0	d	1	m	0	m	1	y	2	y	0	y	2	y	1
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	d	2	d	2	m	0	m	2	y	2	y	0	y	2	y	1

**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 **Alex Kay**

Company name **Leonard Curtis**

Address **36 Park Row**

Leeds

Post town

County/Region

Postcode **L S 1 5 J L**

Country

DX

Telephone **0113 323 8890**

**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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**Attercopia Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 09316387

Former Registered Office and Trading Address:

St Georges House, 7 St. Georges Square, Huddersfield HD1 1LA

**Joint Liquidators' Third Progress Report
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report Period:
2 January 2020 to 1 January 2021**

22 February 2021

**Leonard Curtis
36 Park Row, Leeds LS1 5JL
Tel: 0113 323 8890 Fax: 0113 323 8891
recovery@leonardcurtis.co.uk
Ref: E/34/ALK/A860L/1010**

CONTENTS

- 1 Introduction
- 2 Conduct of the Liquidation
- 3 Receipts and Payments Account
- 4 Outcome for Creditors
- 5 Investigations
- 6 Joint Liquidators’ Remuneration, Expenses and Disbursements, and Creditors’ Rights
- 7 Matters Still to be Dealt With
- 8 Other Matters

APPENDICES

- A Summary of Joint Liquidators’ Receipts and Payments from 2 January 2020 to 1 January 2021
- B Summary of Joint Liquidators’ Expenses from 2 January 2018 to 1 January 2021
- C Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- D Privacy Notice

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Sean Williams and Phil Deyes were appointed Joint Liquidators of Attercopia Limited ("the Company") on 2 January 2018.
- 1.2 Sean Williams and Phil Deyes are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of Liquidation.
- 1.4 This report provides an update on the conduct of the Liquidation for the period from 2 January 2020 to 1 January 2021, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with the previous progress report dated 24 February 2020.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to 36 Park Row, Leeds LS1 5JL on 15 January 2018.

Assets Realised

Bank Interest

- 2.2 Bank interest totalling £5 has been received during the period of this report.

Assets Still to be Realised

- 2.3 There are no further assets still to be realised.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators' receipts and payments for the entire period of the Liquidation, including the period from 2 January 2020 to 1 January 2021, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 There are no secured creditors in this matter.

Preferential Creditors

- 4.2 As at the date of Liquidation, no preferential claims were anticipated.

- 4.3 No claims have been received.

Prescribed Part

- 4.4 As the Company has no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this matter.

Ordinary Unsecured Creditors

- 4.5 As at the date of Liquidation, there were 22 unsecured creditors, with estimated claims totalling £1,983,305. Claims totalling £1,706,717 have been received and logged by the Joint Liquidators.
- 4.6 The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation. As a result, there will be no dividend to ordinary unsecured creditors.
- 4.7 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

5 INVESTIGATIONS

- 5.1 As previously reported, following the initial assessment and meeting of creditors, the Joint Liquidators conducted investigations into matters raised by the creditors’ committee and those investigations did not identify any possible further realisations. No further detailed investigations were considered to be required by the Joint Liquidators. Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

6 JOINT LIQUIDATORS’ REMUNERATION, EXPENSES AND DISBURSEMENTS, AND CREDITORS’ RIGHTS

Remuneration

- 6.1 A fee of £5,000 for the preparation of the statement of affairs was proposed to the creditors’ committee at the first creditors’ committee meeting. However, no quorum was present at the meeting and therefore, no resolutions were passed. The Joint Liquidators also advised the committee of their intention to convene a decision procedure by correspondence to the general body of creditors for the approval of the statement of affairs fee of £5,000 to be paid as an expense of the Liquidation and the committee were given 14 days to object to the proposed decision procedure. No objections were received.
- 6.2 As per rule 18.20 of the Rules, where a committee fails to determine the basis of the Joint Liquidators’ remuneration, then the basis of remuneration may be fixed by a decision procedure of the general body of creditors.
- 6.3 The Joint Liquidators will convene a decision procedure by correspondence to the general body of creditors for the approval of the statement of affairs fee of £5,000 to be paid as an expense of the Liquidation. Creditors will receive notification of this decision procedure in due course.
- 6.4 No resolution was proposed to creditors in respect of the Joint Liquidators’ remuneration. Based on present information, the Company has insufficient assets to enable the payment of any Joint Liquidators’ remuneration from the estate.

Expenses and Disbursements

- 6.5 A summary of the Joint Liquidators’ expenses from 2 January 2018 to 1 January 2021 is attached at Appendix B. To assist creditors’ understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the Liquidation process and / or payable in order to comply with legal or regulatory requirements.
 - *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular Liquidation. Included within this category are costs that are directly referable to the Liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as ‘category 2 disbursements’ and they may not be drawn without creditor approval.
- 6.6 No resolution was proposed to creditors with regard to the Joint Liquidators’ category 2 disbursements.
- 6.7 Attached at Appendix C is additional information in relation to the firm’s policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade. Please be aware that the firm’s charge out rates have been amended with effect from 1 August 2019.
- 6.8 During the Liquidation the following professional advisors (“PA”) and / or subcontractors (“S”) have been instructed:

Name of Professional Advisor	PA / S	Service Provided	Basis of Fees
Cerberus Receivables Management Limited	PA	Debtor Ledger Valuation	Fixed Fee
Charles Taylor	PA	Asset Valuation	Fixed Fee
UKELC & Co Limited	S	Pension Advice	Fixed Fee

Cerberus Receivables Management Limited

- 6.9 Cerberus Receivables Management Limited (“Cerberus”) are debt collection agents and were instructed to provide their specialist skills and knowledge in this area in order to advise in relation to the best method of realisation of the Company’s book debts. The instructions to Cerberus in this matter have likely maximised asset realisations. The Joint Liquidators are not specialist debt collectors and are not able to provide valuations and therefore, this work was required to be undertaken by professional advisors. . A fee of £500 was agreed with Cerberus for their assistance with the ledger valuation and the Joint Liquidators believe that the fee was fair and reasonable in light of the services provided.

Charles Taylor

- 6.10 Charles Taylor are RICS qualified independent valuation agents and were instructed to provide their specialist skills and knowledge in this area in order to assist with the realisation of the Company’s tangible assets in order to maximise asset realisations for the benefit of the Company’s creditors. The Joint Liquidators are not qualified to conduct asset valuations and therefore, professional advisors were required to undertake this work.

UKELC & Co Limited

- 6.11 UKELC & Co Limited (“UKELC”) are specialist employment law consultants and were instructed to provide their specialist skills and knowledge in this area to assist the Joint Liquidators in liaising with the Company’s pension provider to ensure all outstanding matters are dealt with. A fee of £200 was agreed with UKELC for their assistance with the pension review and the Joint Liquidators believe that the fee was fair and reasonable in light of the services provided by UKELC. It is anticipated that the instruction to UKELC in this matter was more cost effective than the Joint Liquidators, and their staff, performing this work themselves.
- 6.12 You will note that the costs incurred in respect of the services provided are in line with those originally anticipated.

Creditors’ Rights

- 6.13 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.
- 6.14 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor), or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators’ remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.
- 6.15 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Liquidation.

7 MATTERS STILL TO BE DEALT WITH

- 7.1 Matters still to be dealt with before conclusion of the Liquidation include the following:
- The unpaid statement of affairs fee and expenses will need to be paid; and
 - Once the remaining Liquidation matters have been finalised, the case will be progressed to closure.

8 OTHER MATTERS

- 8.1 For your information, a guide to liquidators’ fees, (Version 4 – April 2017) which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed from the following website via the link below:
- <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>
- 8.2 If you would prefer this to be sent to you in hard copy form, please contact Alex Kay of this office on 0113 323 8890.
- 8.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

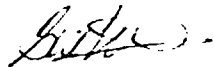
- 8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Data Protection

- 8.5 When submitting details of your claim in the Liquidation, you may disclose personal data to the Joint Liquidators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Liquidators act as Data Controllers in respect of personal data they obtain in relation to this Liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Liquidators' privacy notice, which is attached to this report at Appendix D, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Yours faithfully



SEAN WILLIAMS
JOINT LIQUIDATOR

Sean Williams and Phil Deyes are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 11270 and 9089, respectively

APPENDIX A

**SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS
FROM 2 JANUARY 2020 TO 1 JANUARY 2021**

	Estimated to Realise £	As at 1 January 2020 £	Movements in the Period £	As at 1 January 2021 £
RECEIPTS				
Book Debts	3,500	3,500.00	-	3,500.00
Tangible Assets	1,500	1,500.00	-	1,500.00
Connected Company Debtor	Uncertain	-	-	-
	5,000	5,000.00	-	5,000.00
Balance at Bank		899.11	-	899.11
Insurance Refund		138.48	-	138.48
Bank Interest		27.11	5.85	32.96
		6,064.70	5.85	6,070.55
PAYMENTS				
Asset Valuation Fee		500.00	-	500.00
Pension Review Fee			200.00	200.00
TOTAL COSTS AND CHARGES PAID		500.00	200.00	700.00
BALANCE		5,564.70	(194.15)	5,370.55
MADE UP AS FOLLOWS				
Balance at Bank		5,837.97	(307.42)	5,530.55
VAT Control Account		(273.27)	113.27	(160.00)
		5,564.70	(194.15)	5,370.55

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 2 JANUARY 2018 TO 1 JANUARY 2021

Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	10.00	-	-	10.00
Bond Fee	AUA Insolvency Risk Services	Insurance bond	25.00	-	-	25.00
Document Hosting	Pelstar	Hosting of documents for creditors	21.00	7.00	-	21.00
Software Licence Fee	Pelstar	Case management system licence fee	87.00	-	-	87.00
Statutory Advertising	Courts	Advertising	249.07	-	-	249.07
Storage Costs	Auctus	Storage of books and records	13.16	5.09	-	13.16
		Total standard expenses	405.23	12.09	-	405.23

Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Cerberus Receivables Management Limited	Asset Valuation	500.00	-	500.00	-
Professional Fees	UKELC & Co	Pension Review	200.00	200.00	200.00	-
Staff Parking	Leonard Curtis	Staff Parking Expenses	32.50	-	-	32.50
Courier Fee	City Today	Courier Fee	11.26	-	-	11.26
		Total case specific expenses	743.76	200.00	700.00	43.76

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by the appropriate body of creditors that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, which may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Attercopia Limited – In Creditors' Voluntary Liquidation

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search																								
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against any losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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IVA	£10 p.a. or £25 for life of case																									
Postage	Cost of posting documents in connection with a case to external recipients	Calculated in accordance with applicable supplier rates and dependent on the number of pages and whether the document is sent by international, first or second class post.																								
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £216.00 3-6 months £321.00 6-12 months £519.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, external room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Storage of office files (6 years)	£30 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

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 include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity’s liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

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

We may 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 closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case 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, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS