



Privacy Notice

1. Introduction

The Taxation Disciplinary Board ("TDB") administers the disciplinary process applicable to members of the Chartered Institute of Taxation ("CIOT") and the Association of Taxation Technicians ("ATT"), as authorised by the Taxation Disciplinary Scheme (2008) (as amended 29 November 2016) and in accordance with the Taxation Disciplinary Scheme Regulations 2014 (as amended November 2016 and January 2024) ("[Regulations](#)")

We are the data controller for the personal data we process.

Contact details:

Address: 30 Monck Street, London, SW1P 2AP.

Email: admin@tax-board.org.uk

Data Protection Officer:

Name: Keith Dewey

Email: kdewey@tax-board.org.uk

2. Who is this for?

This Privacy Notice is targeted at all individuals we interact with:

- Members
- Complainants
- Members of the Public
- Members of the Sponsor bodies (CIOT & ATT)
- Legal Advisers, Representatives and Experts
- Any other stakeholders we interact with to administer our disciplinary process under the Regulations.

An internal Privacy Notice is available for Staff, Panel Members, Directors and Consultants. A copy can be requested @ admin@tax-board.org.uk

3. What data are we collecting?

All the information we collect about you will be stored and used in accordance with this Privacy Notice and in accordance with your rights as described in section 9 below. We may collect and process the following types of personal data:

About Members

- Name, professional membership number
- Employment or practice details
- Responses to complaints
- Regulatory, investigatory, and disciplinary history
- Financial or taxation-related information where relevant

About Complainants and witnesses

- Name, address, email, telephone number
- Relationship to the professional member
- Statements, correspondence, and supporting evidence

About Legal Advisers or Representatives

- Name, email, telephone number
- Employment or practice details
- Relationship to the Member
- Correspondence related to proceedings

About Experts

- Name, email, telephone number
- Employment or practice details
- Qualifications
- Areas of expertise

Special category data (where necessary)

- Health or medical information

- Information relating to criminal allegations or convictions

This data is only collected where it is necessary and lawful for regulatory or disciplinary purposes.

4. How we collect personal data

We collect personal data:

- Directly from you when you submit a complaint to us online or manually
- When individuals correspond with us by phone, e-mail or otherwise
- From Members when conducting investigations of complaints
- From complainants, employers, or professional bodies
- From third parties such as legal advisers, courts, tribunals, or law-enforcement agencies
- From publicly available sources where appropriate

5. What is the lawful basis for using your data?

Under the UK GDPR and Data Protection Act 2018, we process personal data on the lawful basis of 'Legitimate interest' – effective regulation and protection of the public

For special category and criminal-offence data, processing is carried out under:

- Reasons of substantial public interest
- Legal claims and disciplinary functions
- Safeguards set out in the Data Protection Act 2018

6. What are we going to do with your data?

The data which you provide to us will be used to deliver disciplinary functions using the lawful basis of "legitimate interests" under the Regulations. We process your data to:

- Receive, assess, and investigate complaints
- Communicate with relevant parties
- Conduct disciplinary and regulatory proceedings
- Make and publish regulatory decisions where required

- Maintain professional standards and public confidence

7. Who do we share your personal data with?

We may share personal data with:

- Disciplinary Committees or Panels
- Relevant professional or supervisory bodies
- Legal advisers, tribunals, or courts
- Law-enforcement or government authorities where required
- Service providers acting on our behalf (under strict confidentiality agreements)

We only share information that is necessary and lawful.

8. International transfers

Personal data is normally processed within the UK. If data is transferred outside the UK, appropriate safeguards will be in place to protect your information.

9. Publication of decisions

Where required by the Regulations, we may publish disciplinary decisions. Published information will be proportionate, accurate, and kept under review. Published information will be based on the legitimate aim to deter further similar behaviour and to maintain public confidence in the tax profession.

Publication of sanctions is considered by the Tribunal in every case. Members are made aware of the possibility, the scope and duration of the publication. Tribunal decisions are published for 3 to 5 years in most cases which is proportional and balanced against the Member's rights.

10. Security and storing of your data

The data you provide will be stored securely on our electronic systems. Our security measures and procedures reflect the seriousness with which we approach security and the value we attached to your data. These measures and procedures are audited and reviewed.

The TDB shall only retain your data for as long as is necessary for the legitimate purposes for which the data is processed, in line with our Records Retention Policy, taking into account:

- Legal and regulatory requirements
- Ongoing or potential proceedings
- Public interest considerations

11. Your data protection rights

You have rights under data-protection law to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict or object to processing
- Request data portability

Some rights are limited where processing is necessary for regulatory or legal purposes.

12. How to make a complaint

If you are concerned about how we handle your personal data, please contact us using the details above.

You also have the right to complain to the Information Commissioner's Office (ICO):

Website: <https://www.ico.org.uk>

Telephone: 0303 123 1113

13. Changes to this privacy notice

We may update this privacy notice from time to time. The most recent version will always be available on our website.

Last updated: July 2026