

# PRIVACY POLICY

## AJAR CONSULTANTS

### BACKGROUND

**AJAR Consultants Ltd** understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, [www.ajarconsultants.com](http://www.ajarconsultants.com) ("**Our Site**") and as described in **Parts 5 and 6**, below, we do not collect personal data about you unless you contact us. Any personal data we do collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of **Our Site**. If you do not accept and agree with this Privacy Policy, you must stop using **Our Site** immediately.

#### 1. INFORMATION ABOUT US

**Our Site** is owned and operated by **AJAR Consultants Ltd**, a limited company registered in England under **company number 10590937**.

**Registered address:** 43 Manchester Street, LONDON W1U 7LP  
**Trading address:** Grainsby House, 517 Romford Road, LONDON E7 8AD  
**VAT number:** 262 2032 46  
**Email address:** [info@ajarconsultants.com](mailto:info@ajarconsultants.com)  
**Telephone number:** 020 3030 8530  
**Postal address:** Grainsby House, 517 Romford Road, LONDON E7 8AD

#### 2. WHAT DOES THIS POLICY COVER?

This Privacy Policy applies only to your use of **Our Site**. **Our Site** may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

#### 3. WHAT IS PERSONAL DATA?

Personal data is defined by the **General Data Protection Regulation (EU Regulation 2016/679)** (the "**GDPR**") and the **Data Protection Act 2018** (collectively, "**the Data Protection Legislation**") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'. Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

#### 4. WHAT ARE MY RIGHTS?

Under the Data Protection Legislation, you have the following rights, which I will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in **Part 10**.
- b) The right to access the personal data we hold about you. **Part 9** will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in **Part 10** to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in **Part 10** to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in **Part 10**. It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau. If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in **Part 10**.

## **5. WHAT PERSONAL DATA DO YOU COLLECT AND HOW?**

Subject to the following, we do not collect any personal data from you. We do not place cookies on your computer or device, nor do we use any other means of data collection. If you send us an email, we may collect your name, your email address, and any other information which you choose to give us. For the purposes of the Data Protection Legislation, We are the data controller responsible for such personal data.

## **6. HOW DO I CONTACT YOU?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details

**E:** [info@ajarconsultants.com](mailto:info@ajarconsultants.com)

**T:** 020 3030 8530

**Postal Address:** Grainsby House, 517 Romford Road, LONDON E7 8AD

## **7. CHANGES TO THIS PRIVACY POLICY**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on **8th November, 2018**.