



## **Private Policy**

Gujo Consulting Ltd ("Gujo Consulting", "we", "us", or "our") is committed to protecting the privacy and security of your personal information in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our website or services.

### **1. Information We Collect**

We may collect personal information from you when you visit our website, communicate with us via email, or engage our services. The types of personal information we may collect include:

- Name
- Contact information (email address, phone number, mailing address)
- Company name
- Job title
- Payment information (if applicable)
- Information provided in correspondence or communications with us

### **2. How We Use Your Information**

We may use the information we collect for various purposes, including but not limited to:

- Providing and managing our services
- Communicating with you about our services, updates, and promotions
- Processing payments (if applicable)
- Responding to your inquiries and providing customer support
- Analysing and improving our website and services
- Complying with legal obligations

### **3. Legal Basis for Processing**

We will only process your personal information where we have a legal basis to do so. This includes:

- When you have provided consent
- To fulfil our contractual obligations with you
- To comply with legal obligations



- When it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us
- When it is necessary for our legitimate interests or those of a third party, except where such interests are overridden by your interests or fundamental rights and freedoms.

#### **4. Disclosure of Your Information**

We may share your personal information with third parties in the following circumstances:

- With service providers who assist us in providing our services (e.g., payment processors, IT service providers)
- With our business partners and affiliates for the purpose of providing you with relevant services or information
- When required by law or to protect our rights or the rights of others.

We will not sell, rent, or otherwise disclose your personal information to third parties for their marketing purposes without your explicit consent.

#### **5. Data Security**

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure. This includes implementing appropriate technical and organizational measures to ensure a level of security appropriate to the risk.

#### **6. Your Rights**

Under the UK Data Protection Act 2018 and the GDPR, you have certain rights regarding your personal information, including:

- The right to access your personal information
- The right to rectify inaccurate or incomplete information
- The right to erasure of your personal information (subject to certain exceptions)
- The right to restrict processing of your personal information
- The right to data portability
- The right to object to the processing of your personal information

To exercise any of these rights, please contact us using the information provided in the "Contact Us" section below.

#### **7. Children's Privacy**

Our website and services are not directed to children under the age of 13, and we do not knowingly collect personal information from children under the age of 13. If you believe that we



have collected personal information from a child under the age of 13, please contact us immediately.

## **8. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any material changes by posting the updated Privacy Policy on our website and updating the effective date.

## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or our practices regarding your personal information, please contact us at:

Gujo Consulting Ltd  
gus@gujoconsulting.uk

**Last Updated:** 03/04/2024

By using our website or services, you acknowledge that you have read and understood this Privacy Policy.