

Privacy Policy

This Privacy Policy explains how Javo Consultancy Ltd ("we," "us," or "our") collects, uses, protects, and discloses your Personal Data when you use our website, engage with our services, or interact with us electronically.

Javo Consultancy Ltd is registered with the Information Commissioner's Office (ICO) under registration number **ZA235697**.

1. Data Controller and Contact Details

Javo Consultancy Ltd is the **Data Controller** for the Personal Data we process, as defined under the UK General Data Protection Regulation (UK GDPR).

Contact Details for Data Protection Enquiries:

- **Attention:** The Company Director
- **Email:** v.vohanka@javoconsultancy ltd.com
- **Address:** Javo Consultancy Ltd, 145 Popes Lane, Birmingham, B38 8AU

2. Information We Collect

We collect and process the following categories of Personal Data:

2.1. Information Collected via the Website

We collect information when you:

- **Complete Online Forms:** This includes your name, email address, company name, and telephone number when you submit an enquiry, request a quote, or sign up for communications.
- **Email Us:** If you contact us via email, we collect your email address and any content provided within your correspondence.
- **Automatically via Cookies:** We automatically collect limited technical information about your visit to our website (such as IP address, browser type, and location data) using cookies. Please see our dedicated **Cookie Policy** for full details on how we use cookies and how to manage your consent.

2.2. Information Collected for Contractual Services

When you engage us for a specific service (e.g., ISO 27001 readiness, HSEQ consulting), we collect necessary business and contact details:

- **Client Information:** Contact details, job title, and company address for contracting, invoicing, and service delivery purposes.
- **Client Materials:** We may access or review documents provided by the client as part of the service (e.g., policy manuals, risk registers). Javo Consultancy Ltd **does not process or store sensitive personal data** (such as criminal records or health data) related to the client's candidates or personnel; our role is strictly limited to reviewing the client's internal documentation and policies.

3. How We Use Your Personal Data and Legal Basis

We will only use your Personal Data when the law allows us to. Below are the purposes for processing your data and the corresponding legal basis under the UK GDPR:

Purpose of Processing	Legal Basis under UK GDPR	Type of Data Processed
Service Delivery and Contract Performance	Contractual Necessity	Client contact data, service usage data.
Business-to-Business (B2B) Marketing	Legitimate Interests (to grow our business by informing current/former clients of relevant services).	Contact details, service preferences.
Website Analytics and Improvement	Consent (via the Cookie Banner)	IP address, browsing activity (anonymised).
Responding to Enquiries	Legitimate Interests (to effectively run our business and communicate with potential clients).	Contact details, query content.
Compliance	Legal Obligation	All relevant data

Terms and Conditions

Purpose of Processing	Legal Basis under UK GDPR	Type of Data Processed
and Legal Requirements		required by law enforcement or regulatory bodies.

4. Marketing Communications (B2B)

If you are a client or business contact, we may use your contact information to send you details of products or services that we have identified as likely to be of interest to you, based on the standards you currently use (e.g., HSEQ, ISO 27001).

Your Right to Opt-Out: You have the absolute right to opt out of receiving marketing communications from us at any time. To change your preferences or opt out, please contact the Company Director using the details in Section 1.

5. Data Disclosure and Security

5.1. Disclosures to Third Parties

We **do not sell** your Personal Data. We will only share your data with third parties where we are legally required to do so by law enforcement or regulatory authorities.

5.2. Data Security and Destruction

We are committed to ensuring your data is held securely. We use industry best practice methods to protect Personal Data, both physical and electronic.

6. International Transfers (Internet-Based Transfers)

The Internet is a global environment. Data you pass to us may be processed or stored outside the UK and the European Economic Area (EEA) by our service providers (e.g., email or cloud storage platforms).

Where this occurs, we will ensure that a similar degree of protection is afforded to your data by implementing appropriate safeguards, such as relying on an Adequacy Regulation or implementing **Standard Contractual Clauses (SCCs)**. By communicating with us electronically, you acknowledge and agree to our necessary processing of Personal Data in this manner.

7. Data Retention

We retain Personal Data only for as long as necessary to fulfil the purposes for which we collected it, including for satisfying any legal, accounting, or reporting requirements.

- **Contractual Data:** Retained for the duration of the contract plus **seven years** to meet legal and accounting obligations.
- **Marketing Data (B2B):** Retained until you opt-out or we determine the data is no longer relevant (e.g., after two years of inactivity).

8. Your Data Protection Rights

Under certain circumstances, you have the following rights under the UK GDPR:

- **The Right to Access:** You have the right to request a copy of the Personal Data we hold about you (a Subject Access Request). We reserve the right to charge a reasonable fee if the request is excessive or manifestly unfounded.
- **The Right to Rectification:** You can request that we correct any inaccurate or incomplete data we hold about you.
- **The Right to Erasure:** You can ask us to delete your data where there is no good reason for us to continue processing it.
- **The Right to Restriction:** You can ask us to suspend the processing of your data.
- **The Right to Object to Processing:** You have the right to object to processing where we are relying on a legitimate interest (such as B2B marketing).
- **The Right to Data Portability:** You can request the transfer of your data to another party.

To exercise any of these rights, please contact the Company Director using the details in Section 1.

9. Complaints

If you have any concerns about our use of your Personal Data, you have the right to make a complaint at any time to the **Information Commissioner's Office (ICO)**, the UK supervisory authority for data protection issues.



Terms and Conditions

We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

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www.javoconsultancytld.com
Company registration no: 10616318

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