

## **ASKJAK Limited Privacy Policy**

We are committed to protecting and respecting your privacy.

This notice sets out the basis on which any personal data we collect from you, or that you provide to us will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

ASKJAK Limited is registered in England company number 06809885 and registered office at Suite 207, No 1 Old Hall Street, Liverpool, L3 9HF. We are the controller of all the data referred to in this privacy notice. Trading names of ASKJAK Limited include TEAS Consulting.

We operate the following websites (sites):

[www.teas.consulting](http://www.teas.consulting)

[www.askjak.co.uk](http://www.askjak.co.uk)

### **NOTE:**

We only work with businesses or communicate with people for commercial purposes. We assume that where you have given us contact details or we have sourced such contact details from other sources (public or commercial lists) you expect to receive commercial communications via these contact details. If that is not correct, please email [andrew@askjak.co.uk](mailto:andrew@askjak.co.uk) to let us know.

### **How and what information is collected:**

We collect information when:

- You visit our websites
- Send us a request to contact you
- Register to receive downloads, newsletters or other relevant information
- We supply services to you or your employer
- Meet at trade fair bodies or other such networking events
- You contact us directly

The information you give us may include your name, position and employer details, e-mail address and telephone number. Unless otherwise agreed with you, we will only collect work related personal data about you. Data collected will not include any special personal information such as private address, date of birth, personal likes etc

### **When you visit one of our websites:**

For each of your visits to our sites we automatically collect the following information:

- technical information, including the IP address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform
- Information about your visit, including items you viewed or searched for, page response times, length of visits to certain pages



**ASKJAK will NOT:**

- Sell, distribute or grant access to your personal information to third parties unless we have your express written permission or are required by law to do so
- Allow unapproved third parties access to the back-end administration area of this website, without express permission
- Be aggressive or coercive in the manner in which we request information from you

**Marketing activities**

Generally marketing activities by ASKJAK or any of its trading names will be utilising 'business data' (e.g a position or job title within an organisation and not an identifiable person). When we do carry out marketing activities to an identifiable person then we will do so because:

- we are currently or have been engaged in business activities
- the customer or prospective customer has given us consent

Under the terms of the General Data Protection Regulations recipients of marketing information emails from us may opt out of receiving any further marketing correspondence from us. Contact [andrew@askjak.co.uk](mailto:andrew@askjak.co.uk) to do so. Where you opt out as above this will not apply to our use of your contact details or other personal data where we need to process it for contractual purposes or legal obligations.

**Your Rights:**

At any point while we are in possession of or processing your personal data, you have the following rights: access, rectification, objection, to be forgotten, erasure and restriction of processing.

If you have any cause for complaint about our use of your personal data, please contact us and we will do our best to solve the problem for you. If we are unable to help you have the right to lodge a complaint with the Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/>

The responsible person for data protection within ASKJAK is Andrew Kyle

E .[andrew@askjak.co.uk](mailto:andrew@askjak.co.uk)

T. 07813 537251

*END OF POLICY DOCUMENT*

*DATED July 2023*