

## Privacy Policy

**Effective Date:** 01-05-2023

**Last Updated:** 15-11-2024

### 1. Introduction

This Privacy Policy explains how **Pro-Biz Consulting Partners** ("we," "us," or "our") collects, uses, stores, and protects your personal data when you interact with us, including through our website, email communications, and services. We are committed to ensuring that your privacy is protected in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

By using our services or interacting with us, you agree to the terms outlined in this Privacy Policy. If you do not agree with the terms, please refrain from using our services.

---

### 2. Data Controller

**Pro-Biz Consulting Partners** is the data controller responsible for the processing of your personal data. If you have any questions or concerns regarding this policy, please contact us at:

#### Contact Details:

- Email: [info@probiz-consult.com](mailto:info@probiz-consult.com)
  - Phone: +44 [7440 291928](tel:7440291928)
  - Address: 124 City Road, London, United Kingdom, EC1V 2NX
- 

### 3. Data We Collect

We may collect and process the following categories of personal data:

#### 3.1 Personal Data Provided by You

- **Identity Data:** Name, job title, and company name.
- **Contact Data:** Email address, phone number, and postal address.
- **Financial Data:** Bank account details, payment information, and accounting records.
- **Communication Data:** Records of interactions with us, including emails and phone calls.

#### 3.2 Data Collected Automatically

- **Technical Data:** IP address, browser type, operating system, and other details about your use of our website.
- **Usage Data:** Information about your interactions with our website, such as page views, duration, and navigation paths.

#### 3.3 Data from Third Parties

- **Public Sources:** Data obtained from publicly accessible directories or platforms like LinkedIn.
  - **Service Providers:** Data shared by third parties in the course of providing services.
- 

#### 4. Legal Basis for Processing

We process your personal data under the following legal bases:

- **Contractual Necessity:** To perform a contract or take steps prior to entering into a contract.
  - **Legitimate Interests:** To pursue our legitimate business interests, such as marketing and client relationship management, provided these interests do not override your rights.
  - **Legal Obligations:** To comply with legal or regulatory requirements, such as tax laws.
  - **Consent:** When you have explicitly agreed to receive marketing communications.
- 

#### 5. How We Use Your Data

We use your data for the following purposes:

1. To provide our services, including strategic planning, accounting, payroll, and advisory solutions.
2. To communicate with you regarding inquiries, projects, or updates.
3. To process payments and manage financial records.
4. To improve our website, services, and marketing strategies.
5. To comply with legal obligations, including tax reporting and data protection regulations.
6. To send marketing communications, subject to your preferences and consent.

We will only use your personal data for the purposes stated above unless required by law or you provide additional consent.

---

#### 6. Sharing Your Data

We may share your personal data with:

- **Service Providers:** Trusted third parties who perform services on our behalf, such as IT support, cloud storage providers, or payment processors.
- **Professional Advisors:** Accountants, auditors, or legal professionals to support our business operations.
- **Regulatory Authorities:** HMRC, law enforcement, or other authorities if required by law.

We will ensure that any third parties we share data with adhere to strict confidentiality and data protection standards.

---

## 7. International Data Transfers

If your data is transferred outside the UK or EEA, we will ensure it is protected through:

- Adequacy decisions by the UK government.
  - Standard Contractual Clauses approved by the UK Information Commissioner's Office.
  - Other legally recognized mechanisms.
- 

## 8. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, including to comply with legal, accounting, or reporting requirements. Specific retention periods include:

- **Business Records:** Retained for a minimum of six years as required by HMRC.
- **Marketing Data:** Retained until you opt-out or withdraw consent.

Data no longer required will be securely deleted or anonymized.

---

## 9. Your Rights

Under the UK GDPR, you have the following rights regarding your personal data:

1. **Right of Access:** Obtain a copy of your personal data.
2. **Right of Rectification:** Correct inaccurate or incomplete data.
3. **Right to Erasure:** Request deletion of your data under certain circumstances.
4. **Right to Restrict Processing:** Limit the use of your data in specific cases.
5. **Right to Data Portability:** Receive your data in a structured format or transfer it to another controller.
6. **Right to Object:** Object to data processing based on legitimate interest or direct marketing.
7. **Right to Withdraw Consent:** Revoke consent at any time where processing is based on consent.

To exercise these rights, please contact us at [Insert Email Address]. We will respond within one month, as required by law.

---

## 10. Security Measures

We implement robust security measures to protect your data, including:

- Encryption of sensitive data.
- Regular security audits.
- Access controls and authentication mechanisms.

Despite our best efforts, no system is completely secure. You share data at your own risk.

---

## 11. Cookies and Tracking

Our website uses cookies to enhance user experience.

---

## 12. Third-Party Links

Our website or communications may contain links to third-party websites. We are not responsible for the privacy practices of these sites. Please review their policies before sharing your data.

---

## 13. Updates to This Policy

We reserve the right to update this policy at any time. Any changes will be posted on our website with the updated effective date. We encourage you to review this policy periodically.

---

## 14. Complaints

If you are dissatisfied with our data practices, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)** at [www.ico.org.uk](http://www.ico.org.uk).

---

## 15. Contact Us

If you have any questions about this Privacy Policy or how we handle your data, please contact us at:

### **Pro-Biz Consulting Partners**

Email: [info@probiz-consult.com](mailto:info@probiz-consult.com)

Phone: +44 7440 291928

Address: 124 City Road, London, United Kingdom, EC1V 2NX