

## Privacy Notice

Last updated 2<sup>nd</sup> October 2020

### Introduction

At Ajar Technology, we're committed to protecting and respecting your data privacy.

We want you to know how we use and protect your personal information. This includes informing you of your rights regarding your personal information that we hold.

This policy 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.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

### The Laws And Regulations

The laws that govern personal data in the UK are:

- Data Protection Act 2018 (DPA 2018)
- General Data Protection Regulation (EU) 2016/679 (GDPR)

The independent authority that upholds information rights in the public interest in the UK is the Information Commissioner's Office (ICO). Further information can be found at <https://ico.org.uk>.

Please note these regulations apply to everyone we do business with who have access to personal information through Ajar Technology. These regulations are not restricted to UK citizens.

### Who We Are?

We are Ajar Technology, a provider of multi-disciplinary digital & IP solutions.

Ajar Technology is a trading name of Ajar-Tec Ltd, Ajar-Tec Ltd is a limited company registered with Companies House, registered number: 5429294. The registered address is, 17 Leeland Terrace, Ealing, W13 9HE.

### Company contact details

Ajar Technology

The Orchard

8 Harlequin Avenue

Brentford

Middlesex

TW8 9EW

Email: [enquiries@ajartechnology.com](mailto:enquiries@ajartechnology.com)

Phone: +44 (0)800 612 2680

## Information We May Collect From You

Ajar Technology may collect information from you because we have a legal reason (allowed by law or under contract) to collect the information, or because you have consented for us to do so for a specific purpose.

You may give us information about you with your consent, for example:

- By filling in a form
- Sending us an email
- Applying for role at Ajar Technology

This information may be personal, financial, educational or related to your employment history.

You may give us information for legal reasons, such as to enter into a contract with Ajar Technology when purchasing services or products from us, or when applying for a role at Ajar Technology.

## How We Use Information We Collect

The Personal Information collected through this Site will not be used for any other purpose than provided by this policy. We will use the information you supply:

- To answer your specific inquiry. For example, if you contact us with a question, we will use your contact information to respond;
- For our general business purposes, such as the administration of your customer account, or marketing or sales purposes;
- In connection with a proposed or actual sale;
- To satisfy legal or regulatory requirements; and
- As otherwise described in this policy.

In order to provide you with a better service, we would like to use your Personal Information to provide you with information about products and services which we think may be of interest to you.

## How long will we keep your personal information?

Ajar Technology will not retain your personal information for longer than required.

We will keep your personal information:

- For as long as required by law
- Until we no longer have a valid reason for keeping it
- Until you request us to stop processing it.

We may keep just enough of your personal information to ensure that we comply with your requests not to use your personal information or comply with your right to erasure. For example, we must keep your request to be erased even if it includes your personal data until such time as you are no longer our customer.

If you have questions about our Data Retention Policy or wish to be provided with a copy. Please contact the main office.

## Controlling your personal information

Where you have consented to receive communications from us or are currently receiving material relating to our products or services, you may at any time ask us to cease sending you such material by contacting us.

We will not sell, distribute or lease your personal information to third parties.

You are entitled to know whether we hold information about you and, if we do, to have access to that information and require it to be corrected if it is inaccurate. You can do this by writing to:

You may request details of personal information which we hold about you under the GDPR. If you would like a copy of the information held on you please contact our Data Protection Officer via the main office or write to:

### **F.A.O. Data Protection Officer**

Data Protection Officer

Ajar Technology

The Orchard

8 Harlequin Avenue

Brentford

Middlesex

TW8 9EW

If you contact us, we may keep a record of that correspondence together with your name, address and phone number.

Where we have given you a password which enables you to access certain parts of Ajar Technology's Storage system, you are responsible for keeping that password confidential and secure. We ask that you do not share passwords with anyone, if you believe your password has been discovered/used without your knowledge you must inform Ajar Technology as soon as you are aware.

The transmission of information via the internet is not completely secure. Although we have technical and organisational measures in place to protect your data, we cannot guarantee the security of your data as it is transmitted and stored.

## Your Rights

Ajar Technology will respect your legal rights to your data.

Below are the rights that you have under law, and what Ajar Technology does to protect those rights:

<b>Legal right</b>	<b>What Ajar Technology does to protect your rights</b>
The right to be informed	Ajar Technology is publishing this Privacy Notice to keep you informed about what we do with your personal information. We strive to be transparent about how we use your data.
The right to access	You have the right to access your information. Please contact Ajar Technology's Data Protection Officer you wish to obtain a copy of the personal information Ajar Technology holds about you.
The right to rectification	If the information Ajar Technology holds about you is inaccurate or incomplete, you have the right to ask us to rectify it. If that data has been passed to a third party with your consent or for legal reasons, then we must also ask them to rectify the data. Please contact Ajar Technology's Data Protection Officer.
The right to erasure	This is sometimes called 'the right to be forgotten'. If you want Ajar Technology to erase all your personal data and we do not have a legal reason to continue to process and hold it, Please contact Ajar Technology's Data Protection Officer. Please note that by exercising this right it may affect the ability to verify your qualifications.
The right to restrict processing	You have the right to ask Ajar Technology to restrict how we process your data. This means we are permitted to store the data but not further process it. We keep just enough data to make sure we respect your request in the future. If you want us to restrict processing of your data, Please contact Ajar Technology's Data Protection Officer.
The right to data portability	Ajar Technology must allow you to obtain and reuse your personal data for your own purposes across services in a safe and secure way without affecting the usability of your data. If you want information how to port your data elsewhere: Please contact Ajar Technology's Data Protection Officer. This right only applies to personal data that you have provided to us as the Data Controller. The data must be held by us by consent or for the performance of a contract.

The right to object	You have the right to object to Ajar Technology processing your data even if it is based on our legitimate interests, the exercise of official authority, direct marketing (including data aggregation), and processing for the purposes of statistics. If you wish to object Please contact Ajar Technology's Data Protection Officer.
The right to withdraw consent	If you have given us consent to process your data but change your mind as you have the right to withdraw your consent at any time, and Ajar Technology must stop processing your data. If you want to withdraw your consent, Please contact Ajar Technology's Data Protection Officer.
The right to complain to a Supervisory Authority	You have the right to complain to the ICO if you feel that Ajar Technology has not responded to your requests in a reasonable time to solve a problem. their contact details can be found here: <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>

### Changes to Our Privacy Policy

We may update or amend this Privacy Policy from time to time, to comply with law or to meet our changing business requirements. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make. Any updates or amendments will be posted on our Website. By continuing to access the website your access and use will be subject to these updates and amendments.