



**CONFI**  
**CONSULTANCY LTD**  
INTEGRITY DRIVEN SOLUTIONS

# Privacy Policy

## Document Information

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| Prepared By     | Simon Coulton  |
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## Guidance

This Privacy Policy explains how Confi Consultancy Ltd collects, uses, stores, shares and protects personal information obtained through its business activities, website, and communications.

The policy outlines the types of personal data processed, the lawful basis for processing, the rights of individuals and the measures taken to safeguard personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation. It should be reviewed periodically to reflect legislative changes, organisational growth and evolving best practice.

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## Who We Are

### Confi Consultancy Ltd

**Company Registration Number:** 16076106

**Contact:** [businessops@conficonsultancy.co.uk](mailto:businessops@conficonsultancy.co.uk)

Confi Consultancy Ltd is the data controller for personal information processed for its own business purposes, including website enquiries, business development, supplier relationships and business administration.

Where Confi processes personal information on behalf of a client under an agreed engagement, its responsibilities as a data controller or data processor will depend on the nature of the processing and the applicable contractual arrangements.

## What Information We Collect

We may collect and process the following categories of personal information, where relevant to our business activities:

- **Contact information:** Names, email addresses, telephone numbers, job titles and organisation details provided through website enquiries, correspondence or professional interactions.
- **Business correspondence:** Information provided when communicating with Confi, including enquiries, meeting arrangements and professional communications.
- **Client and supplier information:** Contact details and relevant business information associated with existing or prospective clients, suppliers, consultants and delivery partners.
- **Contractual and administrative information:** Information necessary to establish, manage and administer business relationships, contractual engagements and applicable financial or legal obligations.
- **Website and technical information:** Information such as IP addresses, browser details and website usage data, where collected through website functionality, cookies or analytics technologies.

## How We Use Your Data

We use personal information where necessary to:

- Respond to enquiries and communicate with individuals who contact Confi.
- Establish, manage and maintain relationships with prospective and existing clients, suppliers, consultants and delivery partners.
- Maintain appropriate business, financial and administrative records.
- Operate, maintain and improve our website and services.
- Meet applicable legal, regulatory and contractual obligations.
- Protect our business, systems and information from unauthorised access, misuse or security threats.

We do not sell personal information to third parties or share it with third parties for their independent marketing purposes.

## Legal Basis for Processing

Confi processes personal information only where an appropriate lawful basis applies under UK data protection legislation.

Depending on the purpose and circumstances, these may include:

- **Legitimate interests:** To respond to business enquiries, develop and maintain professional relationships, administer business operations and protect our systems, where these interests are not overridden by individuals' rights and freedoms.
- **Contractual necessity:** Where processing is necessary to enter into or perform a contract with an individual.
- **Legal obligations:** Where processing is required to comply with applicable legal or regulatory requirements.
- **Consent:** Where an individual has provided valid consent for a specific processing activity, such as the use of optional website cookies where consent is required.

Where consent is relied upon, individuals may withdraw it at any time without affecting the lawfulness of processing undertaken before withdrawal.

## Data Storage and Security

Confi applies appropriate technical and organisational measures to protect personal information against unauthorised access, disclosure, alteration, loss or destruction.

These measures include appropriate access controls, secure systems and information handling procedures, proportionate to the nature and sensitivity of the information being processed.

Personal information is retained only for as long as necessary for the purposes for which it was collected, including applicable legal, contractual, regulatory and legitimate business requirements.

Retention periods are determined according to the nature of the information and the relevant processing purpose. Information is securely deleted, destroyed or anonymised when no longer required, subject to applicable retention obligations.

## **Sharing Your Information**

Confi may share personal information with trusted service providers, professional advisers, clients, suppliers or delivery partners where necessary for legitimate business purposes, contractual arrangements or legal obligations.

Where third parties process personal information on Confi's behalf, appropriate contractual and security safeguards will be applied as required by applicable data protection legislation.

Personal information may also be disclosed where required by law or a competent regulatory or public authority.

Confi does not sell personal information to third parties.

## **International Data Transfers**

Where personal information is transferred outside the United Kingdom, Confi will ensure that appropriate safeguards are applied in accordance with applicable UK data protection legislation.

These may include transfers to countries covered by UK adequacy regulations or the use of approved contractual safeguards and supplementary measures where required.

## **Your Rights**

Under applicable UK data protection legislation, individuals have rights relating to their personal information, including:

- The right to access personal information held about them.
- The right to request correction of inaccurate or incomplete information.
- The right to request erasure of personal information in certain circumstances.
- The right to restrict processing in certain circumstances.
- The right to object to certain processing activities.
- The right to data portability, where applicable.
- The right to withdraw consent where processing relies on consent.
- Rights relating to certain automated decision-making activities, where applicable.

These rights are subject to applicable legal conditions and exemptions.

Requests relating to personal information or data protection rights can be submitted to [businessops@conficonsultancy.co.uk](mailto:businessops@conficonsultancy.co.uk).

Individuals also have the right to raise concerns with the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).

## **Cookies**

Our website uses cookies and similar technologies to support website functionality and, where applicable, understand how visitors interact with the website.

Where consent is required, visitors can manage their cookie preferences through our website's cookie consent management system.

Further information about the cookies used, their purposes and available controls is provided in our Cookie Policy.

## **External Links**

Our website may contain links to other sites. We are not responsible for their privacy practices. You should review their policies separately.

## **Changes to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date.

**Approved by:** Simon Coulton, Director

**Date:** July 2026