
PRIVACY POLICY

BACKGROUND:

Taktika Business Solutions Ltd (TBS) understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits this website <https://taktika.co.uk> (“Our Site”) and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of Our Site. If you do not accept and agree with this Privacy Policy, you must stop using Our Site immediately.

1. Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

“personal data” means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Site. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”); and

“We/Us/Our” means Taktika Business Solutions Ltd, a limited company registered in England under company number 05374043, whose registered address is Lytchett House 13 Freeland Park, Wareham Road, Poole, Dorset, England, BH16 6FA.

2. Information About Us

2.1 Our Site is owned by Taktika Business Solutions Ltd and is managed on Our behalf by 2020 Insights LLP, registered in England under company number OC301527 and whose registered address is 77 Broadway, Northampton, Northants, United Kingdom, NN1 4SG.

2.2 Our Data Protection Officer can be contacted by email at enquiries@taktika.co.uk, by telephone on 0845 0706947 or by post at Lytchett House 13 Freeland Park, Wareham Road, Poole, Dorset, England, BH16 6FA.

2.3 We are registered with the Information Commissioner’s Office under the following number A8464714.

3. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site. Our Site contains links to other websites. Please note that We have no control over how your data is collected, stored, or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.

4. Your Rights

- 4.1 As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:
 - 4.1.1 The right to be informed about Our collection and use of personal data;
 - 4.1.2 The right of access to the personal data We hold about you (see section 12);
 - 4.1.3 The right to rectification if any personal data We hold about you is inaccurate or incomplete (please contact Us using the details in section 13);
 - 4.1.4 The right to be forgotten – i.e. the right to ask Us to delete any personal data We hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like Us to delete it sooner, please contact Us using the details in section 13);
 - 4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
 - 4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
 - 4.1.7 The right to object to Us using your personal data for particular purposes; and
 - 4.1.8 Rights with respect to automated decision making and profiling.
- 4.2 If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided in section 2.2 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.
- 4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

5. What Data Do We Collect?

- 5.1 We automatically collect the following data as a result of you using Our site:
 - a) Your IP address;
 - b) A time stamp of when you visit each page of Our Site.
- 5.2 None of the data described at paras 5.1(a or b) is retained or used for any other purpose than Our Site traffic analysis and We do not pass the data obtained to any other third-party.
- 5.3 You may contact us using the email link in Our website and in such circumstances, we will collect the following data:
 - a) Your IP address;
 - b) A time stamp of when you visit each page of Our Site;
 - c) Your email address;
 - d) Your name;
 - e) The nature of your enquiry.
- 5.4 None of the data described at paras 5.3(a-e) is passed to any other third-party.

5.5 In addition, Google Analytics acts as a Data Processor under Our control to monitor traffic flow through Our Site. However, Google does not provide Us with any data that would allow Us to identify a web user in any way and Google are contractually bound to Us to process data gathered from users of Our Site in accordance with their own privacy policy which may viewed at <https://privacy.google.com/businesses/compliance>.

6. **How Do We Use Your Data?**

6.1 Other than for analytical purposes, data gathered automatically (your IP address and time stamp) is not used by Us for anything more than web traffic analysis and We do not process, retain or store any personal information that is gathered automatically from your use of Our Site.

6.2 If you choose to use the email link to contact Us using the email link, we will securely retain the following data for a period not exceeding 3 months unless you continue to enter into correspondence with Us or We are engaged by you for the receipt of any of our advertised services:

- a) Your email address;
- b) Your name;
- c) The nature of your enquiry.

We may use your name and email address to contact you for the purposes of addressing your enquiry.

7. **Do We Share Your Data?**

We do not share any of your data with any third parties for any purposes.

8. **Your Right to Withhold Information**

You may access Our Site without providing any data at all.

9. **Contacting Us**

If you have any questions about Our Site or this Privacy Policy, please contact Us using the contact information provided at section 2.2.

10. **Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.