

Privacy Policy

Effective Date: 2024-11-04

Your privacy is important to us, and City Secretarial Services Limited, a business consultancy service provider based in England, has created this Privacy Policy ("Policy") to inform you of the information we collect when you visit our website, <https://citysecretarial.biz> ("Site"), why we collect it, and how we use it.

The terms "You," "Your," "Yours," and "User" refer to the individual or entity using our Site. "We," "Us," and "Our" refer to City Secretarial Services Limited and its affiliates.

If you have questions about this Policy or any requests regarding the processing of personal data, please contact us at info@citysecretarial.biz.

1. Information We Collect from You

We collect information necessary for providing our services and fulfilling legal obligations. This may include:

- **Account Signup Information:** When you create an account, we may collect details such as your email, name, surname, and phone number.
- **Communication Data:** We collect information from emails, chats, and other communication methods to respond to your inquiries and improve our services.

2. Information We Collect Automatically

When you use our Site, we may collect certain data automatically to enhance the user experience and ensure compliance:

- **Log Data and Device Information:** We collect log data including IP addresses, browser type, ISP, operating system, and date/time stamps.
- **Cookies and Tracking Technologies:** We use cookies, beacons, and tracking codes to improve site functionality. For further information, please review our Cookie Policy.
- **Geo-location Data:** Approximate location data may be collected based on your IP address to provide a more tailored experience.
- **Usage Information:** We use tools like Google Analytics to understand your interactions with the Site.

3. How We Use Your Information

We process your data in adherence to data protection principles for purposes such as:

- **Service Improvement:** Your data helps us personalize and enhance the Site's functionality.

- **Legal Compliance:** We ensure regulatory compliance to safeguard our business interests.

4. Cookies

Cookies are small files stored on your device to improve your browsing experience. They enable us to recognize you on future visits. You can manage your cookie preferences through our Cookie Consent Banner or find out more about cookies at www.allaboutcookies.org.

5. Information from Minors

Our Site is not intended for users under 18. We do not knowingly collect data from minors. If we discover data inadvertently collected from a minor, it will be deleted. Please contact us if you suspect we have collected such data.

6. Sensitive Information

We do not collect sensitive data (e.g., political, religious, health, or biometric information). Please refrain from providing such data. If you believe sensitive data has been collected, contact us for removal.

7. Data Retention

We retain personal information as long as necessary to provide services, comply with legal obligations, resolve disputes, and enforce agreements. Data will be deleted when no longer required.

8. Your Rights

Under data protection laws, you have several rights:

- **Right to Access:** Request access to your personal data.
- **Right to Rectify:** Correct or update any inaccurate information.
- **Right to Object:** Withdraw consent for data processing where applicable.
- **Right to Erasure:** Request deletion of data under specific circumstances.
- **Right to Lodge a Complaint:** If you believe your rights are violated, you may contact your local Data Protection Authority. We encourage you to reach out to us first to resolve any issues.

9. Policy Application

This Policy applies exclusively to services provided by City Secretarial Services Limited. It does not cover services offered by third parties linked from our Site.

10. Policy Updates

This Policy may be updated occasionally. We will notify users by posting the updated Policy on our Site. For significant changes, we may provide additional notifications, such as email updates.

11. Acceptance of This Policy

By using our Site, you acknowledge that you have read and accepted this Privacy Policy. Continued use of the Site implies acceptance of any updated terms.

12. Contact Us

For questions regarding this Policy or our data collection practices, please reach out to us:

City Secretarial Services Limited

180 Tolmers Road, Cuffley, Potters Bar, England, EN6 4JP

Email: info@citysecretarial.biz

Phone: **+44 170 76 57 204**