

Tekweni Ltd – Privacy Policy

Last updated: December 2025

Tekweni Ltd (“we”, “us”, “our”) is committed to protecting your personal data. This Privacy Policy explains what information we collect, how we use it, and your rights under UK GDPR.

1. Who We Are

Tekweni Ltd

Registered in England and Wales: 13845003

We act as a **Data Controller** for the personal data we collect.

2. The Data We Collect

We may collect the following:

- Name and contact details
- Job title and organisation
- Information you submit through forms or enquiries
- Website usage data via cookies or analytics tools

We do not intentionally collect data from anyone under 16.

3. How We Use Your Data

We use your information to:

- Provide and deliver our services
- Communicate with you about programmes, events or enquiries
- Improve our website and services

We only process your data where we have a lawful basis (contract, consent, legitimate interest, or legal obligation).

4. How We Share Your Data

We may share your data with:

- Trusted service providers (e.g. website hosting, analytics, payment processors)
- Professional advisers (e.g. accountants)
- Regulators or authorities where required by law

We do **not** sell your personal data.

If we work with international suppliers, we ensure appropriate safeguards are in place.

5. Cookies and Analytics

Our website may use cookies or analytics tools (such as Google Analytics) to improve performance. You can control cookies through your browser settings.

6. Data Security

We use appropriate technical and organisational measures to keep your data secure. No system is completely secure, but we take reasonable steps to protect your information.

7. Data Retention

We keep your personal data only for as long as necessary to:

- Deliver our services
- Meet legal, accounting, or reporting requirements

Client materials are only stored for the duration of the engagement unless agreed otherwise.

8. Your Rights

You have the right to:

- Access the personal data we hold
- Correct inaccurate information
- Request deletion (where applicable)
- Object to certain processing
- Withdraw consent at any time
- Request a copy of your data

9. Updates

We may update this Policy from time to time. The latest version will always be available on our website.