JN Compliance & Safety Solutions Ltd Privacy Notice

JN Compliance & Safety Solutions Ltd ("we", "us", "our") is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains what personal information we collect, how we use it, how we keep it secure, and your rights under the **UK**

General Data Protection Regulation (UK GDPR) and the **Data Protection Act 2018**.

1. Who we are
JN Compliance & Safety Solutions Ltd
Registered in the United Kingdom, Company No: 17129890
Email: dave@jnoon.co.uk
Data Protection Lead: David Dolan-Davis, Compliance Manager

2. What personal data we collect
We may collect the following types of personal data depending on the services provided:
Clients & Landlords

- Name and contact details
- Property addresses
- Compliance documentation
- Inspection reports
- Payment information

Tenants (where required for compliance services)

- Name and contact details
- Access arrangements
- Safety-related information

Contractors & Suppliers

- Business contact details
- Qualifications and compliance records

Website & Social Media Users

- Contact form submissions
- Email addresses
- Analytics data (IP address, device type, browsing behaviour)
- Social media interactions

We only collect the minimum data necessary to provide our services.

3. How we collect your data
We collect data through:

- Direct communication (email, phone, forms)
- Compliance inspections and assessments
- Social media interactions
- Website forms (once launched)
- Documentation provided by landlords, tenants or contractors

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4. How we use your personal data

We use your data to:

- Provide compliance and safety services
- Produce reports, certificates and documentation
- Manage bookings and communication
- Maintain legal and regulatory records
- Improve our services and digital platforms
- Respond to enquiries and customer support requests

We do **not** use your data for automated decision-making or profiling.

5. Lawful basis for processing

We process personal data under the following lawful bases:

- **Contract** – to deliver compliance services you have requested
- **Legal obligation** – to meet regulatory and safety requirements
- **Legitimate interests** – to manage our business operations
- **Consent** – for marketing communications (you may withdraw at any time)

6. Data sharing

We may share your data with:

- Accredited assessors
- Certification bodies
- Subcontractors working under confidentiality agreements
- Legal authorities where required
- IT and cloud service providers

We **never** sell personal data.

7. Data storage & security

We protect your data using:

- Encrypted digital storage
- Password-protected systems
- Secure cloud platforms
- Identity & access control policies
- Staff training in security and confidentiality

Only authorised personnel can access your data.

8. Data retention

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

- Deliver our services
- Meet legal and regulatory requirements
- Maintain accurate business records

Retention periods are reviewed annually.

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9. Your rights under UK GDPR
You have the right to:

- **Access** your personal data
- **Correct** inaccurate information
- **Request deletion** of your data (where legally permitted)
- **Restrict processing**
- **Object** to certain uses
- **Data portability**
- **Withdraw consent** (for marketing)

To exercise your rights, contact: dave@jnoon.co.uk

10. Cookies & website tracking
Once our website is launched, we may use cookies and analytics tools to:

- Improve website performance
- Understand user behaviour
- Deliver relevant content

You will be able to manage cookie preferences through a consent banner.

11. Children's data
We do not intentionally collect data relating to children. If this changes, parental consent will be required for anyone under 13.

12. Data breaches
If a data breach occurs, we will:

- Investigate immediately
- Notify affected individuals where required
- Report to the **ICO** if legally necessary
- Record the incident and corrective actions

13. How to make a complaint
If you have concerns about how we handle your data, you can contact:
Information Commissioner's Office (ICO) www.ico.org.uk/concerns

14. Updates to this Privacy Notice
We may update this notice from time to time. The latest version will always be available on our website or upon request.

Last updated: May 2026