

1. Introduction

At This Is Akua, your privacy matters. This Privacy Policy explains how we collect, use, and protect your personal information when you visit our website, contact us, or use our services.

We are committed to handling your data responsibly and in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who we are

This Is Akua

61 Bridge Street, Kington, United Kingdom, HR5 3DJ

Email: thisisakua@gmail.com

Website: thisisakua.com

We are the data controller for the personal information we collect through this website and in the course of providing our services.

3. Information we collect

We may collect and store the following types of personal information:

- Your name and contact details (e.g. email address, phone number)
- Information you provide when you complete a contact form or enquiry
- Details about your business if relevant to our services
- Website usage information (e.g. cookies and analytics data)

4. How we use your information

We use your personal information to:

- Respond to your enquiries or requests
- Deliver our HR and consultancy services
- Send administrative information (e.g. appointment details, invoices)
- Improve our website and services
- Comply with legal or regulatory obligations

We will never sell or share your personal data with third parties for marketing purposes.

5. Legal basis for processing

We process your personal data under one or more of the following lawful bases:

- **Contract:** to deliver the services you've requested.
- **Consent:** when you've given us permission to contact you (e.g. via a form).
- **Legal obligation:** where we're required to retain certain information for tax or record-keeping.

- **Legitimate interests:** to operate and improve our business and website.

6. How we store and protect your information

Your information is stored securely using password-protected systems and devices. We take appropriate technical and organisational measures to keep your data safe and prevent unauthorised access, alteration, or disclosure.

We only keep your information for as long as necessary to fulfil the purposes we collected it for, including any legal, accounting, or reporting requirements.

7. Your data rights

Under data protection law, you have the right to:

- Access the personal information we hold about you
- Request correction or deletion of your data
- Withdraw consent (where applicable)
- Object to or restrict processing in certain circumstances
- Lodge a complaint with the Information Commissioner's Office (ICO)

You can exercise these rights by contacting us at [Business Email Address].

8. Cookies

Our website may use cookies to improve your browsing experience and collect anonymised data through analytics tools such as Google Analytics. You can control or disable cookies through your browser settings at any time.

9. Updates to this policy

We may update this Privacy Policy from time to time. The latest version will always be posted on this page with the updated date at the top.

10. Contact me

If you have any questions about this Privacy Policy or how we handle your personal information, please contact me at:

Email: thisisakua@gmail.com

Address: 61 Bridge Street, Kington, United Kingdom, HR5 3DJ