

PRIVACY POLICY

Colendi Holdings Limited (“**Colendi**”, “**we**”, or “**us**”) is committed to protecting the privacy of our customers. This Privacy Policy describes how Colendi collects and processes your personal data through the Colendi website that is referenced in this Privacy Policy.

This Privacy Policy applies to all personal data processing activities carried out by us, website, and departments of Colendi.

This Privacy Policy applies together with any terms of business and other contractual documents, including but not limited to any agreements we may have with you.

When we collect and use your personal data, we do so in compliance with Data Protection Act 2018. We are responsible as a ‘controller’ of that personal data.

This policy may be modified by Colendi from time to time.

1. The Personal Data Colendi Collect and Process

The collection and processing of personal data through this website is done in accordance with the UK General Data Protection Regulation. We do not collect any other personal data except the data you provide to us through our contact form. In some cases, if we add services and features you may be asked to provide us with additional information.

We may collect the following types of data from you:

- For informational purposes we collect your (i) e-mail address via Subscribe button.
- For consultancy purposes we collect your (i) name – surname, (ii) e-mail address and (iii) phone number via contact form.
- For job applicants we collect your (i) name – surname, (ii) e-mail address, (iii) phone number, (iv) LinkedIn profile and (v) resumé via career section.

2. Why Colendi Process Your Personal Data?

We will gather your information if you fill out a contact form to be kept informed by us so that we can occasionally send you updates on Colendi services and developments. We generally use your personal data to deliver, provide, operate, our services, and for content and advertising. Below you’ll find an explanation on how we use.

- To maintain legal and regulatory compliance
- To provide Colendi services.
- To provide marketing communications and consultancy to you.
- To comply with other legal and regulatory obligations.

3. How and Why We Share Your Personal Data?

We may share your personal data with third parties (including other Colendi entities) if we believe that sharing your personal data is in accordance with, or required by applicable law, regulation or legal process. When sharing your personal data with other Colendi entities, we will use our best endeavors to ensure that such entities are either subject to this Privacy Policy or follow practices at least as protective as those described in this Privacy Policy.

We may also share personal data with the following persons or in the following circumstances:

1. Affiliates
2. Third party service providers
3. Legal Authorities
4. Business transfers
5. Protection of Colendi and others

4. How Secure Is Your Data?

Our systems have been created for your security and privacy. The security measures we have is to prevent your information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed.

5. What Rights Do You Have?

Subject to applicable law, as outlined below, you have a number of rights in relation to your privacy and the protection of your personal data.

1. Right to be informed
2. Right of access
3. Right of rectification
4. Right to erasure and right to be forgotten
5. Right of portability
6. Right to restrict processing
7. Right to object
8. Rights related to automated decision-making including profiling

6. How Long Does Colendi Keep Your Personal Data?

Your personal data will only be kept by us for as long as is required to fulfill the requests you make via our website or as long as you use our website.

7. Contact Information

You can contact us via email at info@colendi.com and address any questions or issues that you have with respect to the collection and processing of your personal data. You also have the right to contact your local Data Protection Authority.