

Privacy Policy

Introduction

Skill Pro Solutions is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information in accordance with UK data protection laws, including the UK General Data Protection Regulation (UK GDPR).

Information We Collect

We may collect and process information, limited to what is required in order to fulfil our services to you, to perform our obligations to run as a limited company in the UK, and to keep you updated on our services.

How We Use Your Information

We use your personal information to:

- Provide our services to you.
- Communicate with you regarding our services, updates, and relevant information.
- Manage payments, invoicing, and transactions.
- Improve our website, services, and customer experience.
- Comply with legal and regulatory obligations.

Legal Basis for Processing

We process your personal data based on the following lawful grounds:

Contractual necessity: To fulfil our contractual obligations to you.

Legitimate interests: For the purposes of legitimate interests, provided that your rights and freedoms are not overridden.

Consent: When you have given us clear consent to process your data for specific purposes.

Legal compliance: When processing is necessary to comply with a legal obligation.

Data Sharing and Transfers

We will not sell or share your personal information with third parties for marketing purposes. We may share your data with trusted third-party service providers to perform services on our behalf, such as payment processors, IT support, and professional advisors, in accordance with applicable data protection laws.

Data Retention

We retain your personal data only for as long as is necessary for the purposes outlined in this policy or as required by law. Once your information is no longer needed, we will securely delete or anonymize it.

Your Rights

You have the following rights under UK data protection law:

Access: You can request a copy of the personal data we hold about you.

Correction: You can ask us to correct any inaccurate or incomplete data.

Erasure: You can request that we delete your personal data, subject to legal obligations.

Restriction: You can ask us to limit the processing of your data in certain circumstances.

Data portability: You can request a copy of your data in a machine-readable format.

Objection: You can object to processing based on our legitimate interests.

Withdraw consent: If you have given consent to process your data, you can withdraw it at any time.

Security

We take appropriate technical and organisational measures to safeguard your personal data against unauthorised access, loss, or misuse.

Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website, and where appropriate, notified to you by email. Continued use of our services constitutes an acceptance of our policies.

Complaints, concerns and comments

Please contact us if you have any questions, concerns or complaints about your data.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your data has been mishandled.

This policy is designed to ensure compliance with UK data protection laws and provide transparency about how our business handles personal data.

Skill Pro Solutions

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