

PRIVACY POLICY

The purpose of this Privacy Policy is to explain the principles on which your personal data is processed and discuss your basic rights related to our processing of your personal data.

Data Controller

Owner of the website: www.temblalimited.com and the Controller of your personal data is **TEMBLA LIMITED, 124 City Road, EC1V 2NX London**, registered in Companies House with number: **15728691** and registered in the Information Commissioner's Office (ICO) under the number: **ZB720488**.

The administrator processes personal data collected in accordance with the principles outlined in regulations concerning the protection of personal data, such as Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data, as well as on the free movement of such data. These regulations, including the General Data Protection Regulation ("GDPR") and the "UK GDPR" alongside the Data Protection Act 2018, are followed by the administrator.

The Administrator keeps personal data confidential and protects it against unauthorized access by third parties in accordance with the legal acts mentioned above and these company regulations.

The key elements of the personal data protection system used include:

1. An SSL certificate, which ensures that communication between your computer and our website is encrypted with a 256-bit key.
2. We only collect and process necessary personal data for the shortest possible time.
3. Only authorized and trained individuals in personal data protection, who guarantee security, have access to your personal data.
4. The Administrator's IT system and internal company procedures comply with all personal data protection standards.

Data Protection Officer

The Administrator is not obliged to appoint a Personal Data Protection Officer. If you have any questions regarding data processing, please contact the administrator at ak@temblalimited.com

Scope and Purposes of Personal Data Processing

As part of its activities, the administrator collects and processes personal data including:

- first name, last name,
- email address,
- telephone number,

- home address,
- NIN, UTR number,
- ID number and details,
- and IP address (within cookies)

for the following purposes:

a) For purposes arising from legitimate interests pursued by the data controller:
 - To provide services to customers, to contact website users and customers, to ensure the functionality of the website, as well as for analytical and statistical purposes and to ensure ICT security related to the website (legal basis: Article 6(1) letter f GDPR/UK GDPR).

b) To perform contracts concluded by the administrator with clients (persons/ companies who outsource accounting) and to cooperate with suppliers and other entities cooperating with the administrator (legal basis: Article 6(1)(b) of the GDPR/ UK GDPR).

c) In the scope of fulfilling the legal obligations of the administrator (legal basis: Article 6(1)(c) of the GDPR/UK GDPR).

Your Rights

The processing of your personal data is done on a voluntary basis. However, depending on the circumstances, refusing to provide data or requesting its deletion may prevent us from contacting you, providing information about events and the activities of the administrator, or offering a service.

In accordance with the principles outlined in legal provisions regarding the protection of personal data, you have the following rights:

- The right to withdraw consent
- The right to access your personal data
- The right to rectify them
- The right to deletion or limitation of processing and the right to transfer data
- The right to object
- The right not to be subject to decisions based on automated processing.

The right to file a complaint

You have the right to file a complaint related to the processing of personal data by the administrator with The Information Commissioner's Office (ICO), which is the national authority responsible for the protection of personal data in the UK.

Retention Time

Personal data will be processed until the relevant legitimate interests pursued by the data controller in relation to the processing of specific data have been implemented, or until the expiration of limitation periods related to the contract for which the

personal data is being processed, or related to the limitation of obligations arising from legal provisions - but not for longer than 6 years.

Transferring personal data to other entities

Your personal data may be shared with the British Tax Office HMRC and other public institutions and entities directly or indirectly related to the administrator. These entities may be located in one of the Member States of the European Union, Great Britain, or outside this area. Additionally, external service providers such as IT services providers, cloud computing services providers, marketing and promotional services providers, and other entities processing data on behalf of the administrator under a data processing agreement may also have access to your personal data. This may include accountants, statutory auditors, lawyers, administrative bodies, state services, and courts.

Your personal data are processed at the administrator's office. Personal data is typically not transferred to countries outside the United Kingdom and the European Union. However, if personal data is transferred to third countries outside the EU, the administrator will apply appropriate instruments to ensure the security of your personal data. In each case, these entities will be obliged to keep your personal data confidential and process it in accordance with the provisions on personal data protection and the relevant instructions of the administrator.

No profiling

Your personal data are not subject to profiling as one of the forms of automated processing of personal data by the administrator. However, we do use Facebook Pixel and Google Analytics.

Changes to the Privacy Policy

Any changes we make to the Privacy Policy in the future will be published on this website and will apply only to the future. Please visit this document to monitor changes as of the publication date located at the bottom of the Privacy Policy.

How to contact us?

If you have any questions about our privacy practices or have any concerns about how we process your personal data, please contact us by email at ak@temblalimited.com

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