



ADMINJIM – PRIVACY POLICY

Effective Date: 28/04/2026

Last Updated: 28/04/2026

1. Introduction

1.1 AdminJim is committed to protecting and respecting your privacy.

1.2 This Privacy Policy explains how we collect, use, store, and protect personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

1.3 This policy applies to:

- Our clients (business customers)
- End users whose data is processed through our systems

2. Roles & Responsibilities

2.1 Client Role (Data Controller)

Our clients are responsible for:

- Determining what data is collected
- Ensuring lawful processing
- Managing consent where required

2.2 AdminJim Role (Data Processor)

We process data only:

- On behalf of our clients
- In line with their instructions
- For the purpose of delivering our services

3. Data We Process

3.1 We may process the following types of personal data:

- Names
- Email addresses
- Phone numbers
- Addresses



- Job-related information
- Communication history

3.2 We do **not intentionally collect sensitive personal data** unless provided by the client.

4. How We Use Data

4.1 Data is processed strictly to deliver our services, including:

- Handling enquiries
- Generating quotes
- Managing job workflows
- Sending automated communications
- Creating invoices
- Requesting reviews

4.2 We do **not use client customer data for our own marketing purposes.**

5. Lawful Basis for Processing

5.1 The lawful basis is determined by the Client (Data Controller).

5.2 This may include:

- Consent
- Contractual necessity
- Legitimate interest

6. Data Storage & Security

6.1 We use secure third-party platforms to process and store data.

6.2 Measures include:

- Access controls
- Secure authentication
- Restricted system access

6.3 While we take reasonable steps to protect data:

No system is completely secure.

7. Data Sharing

7.1 Data may be processed through trusted third-party providers such as:

- Cloud storage providers
- Automation platforms
- Communication tools

7.2 We do not sell or share personal data for marketing purposes.

8. Data Retention

8.1 Data is retained only for as long as necessary to:

- Deliver services
- Meet legal or contractual obligations

8.2 Retention periods are controlled by the Client.

9. Data Subject Rights

9.1 Individuals have the right to:

- Access their data
- Request correction
- Request deletion
- Restrict processing
- Object to processing

9.2 Requests should be directed to the **Client (Data Controller)** in the first instance.

10. Data Breaches

10.1 In the event of a data breach:

- AdminJim will notify the Client without undue delay

10.2 The Client is responsible for:

- Reporting breaches to the ICO
- Notifying affected individuals where required

11. International Data Transfers



11.1 Data may be processed outside the UK where third-party providers operate internationally.

11.2 Where this occurs, appropriate safeguards are in place.

12. Client Responsibilities

12.1 Clients must:

- Ensure lawful data collection
- Obtain consent where required
- Use the system responsibly

12.2 AdminJim is not responsible for:

- Unlawful data collection
- Misuse of personal data
- Non-compliance by the Client

13. Cookies & Tracking (if applicable)

13.1 If AdminJim operates a website, cookies may be used to:

- Improve functionality
- Analyse usage

13.2 A separate Cookie Policy may apply.

14. Changes to This Policy

14.1 We may update this Privacy Policy from time to time.

14.2 Updated versions will be made available via our website.

15. Contact Details

For any privacy-related queries:

AdminJim

Email: jim@adminjim.net

Website: adminjim.net