

# Projekt 3 Limited – Privacy and Data Protection Policy (2025)

**Registered Office:** 19 Wanmer Court, Birkheads Road, Reigate, RH2 0AY

**Website:** [www.projekt3.co.uk](http://www.projekt3.co.uk)

**Company Number:** 12975105 | Registered in England and Wales | Regulated by RICS

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## 1. Introduction

Projekt 3 Limited is committed to protecting the privacy and personal data of individuals in accordance with the **Data Protection Act 2018**, the **UK General Data Protection Regulation (UK GDPR)**, and the **Data (Use and Access) Act 2025 (DUAA)**. This combined Privacy and Data Protection Policy outlines how we collect, use, store, and protect your personal data, and how we ensure compliance with applicable UK data protection laws.

This policy applies to all directors, employees, consultants, third parties, and other associated persons working for or on behalf of Projekt 3 Limited.

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## 2. Lawful Basis for Processing

We only process personal data where there is a lawful basis to do so. These include:

- Consent
- Contractual necessity
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Where consent is used, it must be explicit and informed.

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## 3. Data Collection and Use

We collect personal data when you:

- Create an account or place an order
- Complete our contact form
- Respond to surveys or feedback requests
- Use our website (via cookies)

We may also receive data from:

- LinkedIn (if you contact us there)
- Microsoft OneDrive (used in our day-to-day function and work)
- Wix (our website provider)

We use your data to:

- Process orders and manage accounts
- Communicate offers and updates (with consent)
- Improve services and gather feedback
- Prevent fraud (e.g. via credit reference agencies)

## 4. Data Sharing and Third Parties

We do not sell or share your data with partner companies. However, we may share data with trusted third-party service providers such as:

- **Wix.com** (website hosting and payment processing)
- **Microsoft** (e.g. OneDrive, Microsoft 365 Copilot)
- **Stripe** (payment processing)

These providers store data securely and comply with relevant standards (e.g. PCI-DSS).

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## 5. AI Usage and Governance

Projekt 3 Limited uses AI-powered tools, including **Microsoft 365 Copilot**, to support internal productivity and communication. These tools may process personal data in accordance with our legitimate business interests. We ensure that any AI processing is

subject to appropriate safeguards and human oversight. No solely automated decisions are made that have legal or similarly significant effects on individuals.

We maintain an AI governance framework that includes:

- Privacy management and senior oversight
  - Data Protection Impact Assessments (DPIAs)
  - Defined roles and responsibilities
  - Transparency and explainability
  - Staff training
  - Ongoing monitoring and testing
  - Documentation and audit trails
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## 6. Data Subject Rights

You have the right to:

- Access your data
- Rectify inaccurate data
- Erase your data (under certain conditions)
- Restrict or object to processing
- Data portability

To exercise these rights, email: [hello@projekt3.co.uk](mailto:hello@projekt3.co.uk) with the subject line “SAR Request”. We will respond within one month.

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## 7. Cookies and Consent

We use cookies to:

- Keep you signed in
- Understand website usage
- Improve functionality and marketing

Cookie types include:

- **Essential cookies**
- **Analytics cookies**
- **Functional cookies**
- **Marketing cookies**

Users are presented with a cookie consent banner upon visiting our site, allowing them to accept or reject non-essential cookies. You can also manage cookies via your browser settings.

It's important to note that third-party services provided through Wix's services and its site, such as Wix itself, Google Analytics or other applications offered through the Wix App Market, placing cookies or utilizing other tracking technologies through Wix's services, may have their own policies regarding how they collect and store information. As these are external services, such practices are not covered by the Projekt 3 privacy policy.

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## **8. Data Security and Retention**

We implement strict security measures to protect your data. While internet transmission is not completely secure, we use secure servers and firewalls to prevent unauthorised access.

We retain personal data only as long as necessary for the purposes outlined in this policy, unless a longer retention period is required by law.

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## **9. Marketing Communications**

We will only send you marketing communications if you have explicitly opted in. You can withdraw your consent at any time by contacting us at [hello@projekt3.co.uk](mailto:hello@projekt3.co.uk).

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## **10. Review and Updates**

This policy is reviewed annually or in response to legal or operational changes.

**Last reviewed: July 2025**

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## 11. Contact and Complaints

If you have questions or concerns about this policy or your data, contact:

**Email:** [hello@projekt3.co.uk](mailto:hello@projekt3.co.uk) If you are not satisfied with our response, you may contact the **Information Commissioner's Office (ICO)**.