



Privacy & Cookies Policy

Introduction

Kinovo Limited ("we", "our", "us") is committed to protecting and respecting your privacy. This policy explains how we collect, use, and safeguard your personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Privacy and Electronic Communications Regulations (PECR).

By using our website, you acknowledge and agree to the collection and use of information in accordance with this policy.

Data We Collect

We do not actively collect personal data from our website visitors. However, we may process data in the following situations:

- **Job Applications:** If you apply for a job through our website, we will process the information you provide for recruitment purposes. Once processed, this data will be securely deleted if no further action is required.
- **Enquiries:** If you contact us via email or phone, we will process your details to respond to your enquiry. Once the enquiry is resolved, we will securely delete your data unless further retention is required for legal purposes.
- **Technical Data:** We may collect anonymous data about website usage, including IP addresses, browser type, and operating system, for website functionality and security purposes.

How We Use Your Data

We only use personal data when necessary, including:

- To respond to job applications or enquiries.
- To maintain website security and functionality.
- To comply with legal obligations.

We do not use personal data for direct marketing or profiling.

Legal Basis for Processing

Our processing of personal data is based on:

- **Consent:** If you provide your data for job applications or enquiries, we process it with your consent.
- **Legitimate Interests:** We process technical data for website security and performance improvements.
- **Legal Compliance:** We may process data to comply with legal requirements.

Data Sharing and Transfers

We do not sell, rent, or trade personal data. However, we may share data with:

- **Service providers:** If necessary, for IT and security support.
- **Legal authorities:** If required by law or for fraud prevention.

Any data transfers outside the UK will be safeguarded using appropriate legal mechanisms, such as UK adequacy decisions or standard contractual clauses.

Your Rights

Under UK GDPR, you have the following rights:

- Access your data.
- Rectify inaccurate or incomplete data.
- Request deletion of your data (subject to legal retention requirements).
- Restrict processing in certain circumstances.
- Object to processing based on legitimate interests.
- Withdraw consent where processing is based on consent.
-

To exercise these rights, contact our Data Protection Officer, **Loren Richardson**, at info@kinovopl.com.

Data Retention

We retain personal data only as long as necessary:

- **Job applications:** Deleted within six months unless the applicant is hired.
- **Enquiries:** Deleted once the query is resolved, unless legal retention applies.
- **Technical data:** Stored for website security and analytics purposes, anonymised where possible.

Use of Cookies

Cookies are small text files used to improve website functionality. We use:

- **Essential Cookies** – Required for website operation.
- **Performance Cookies** – Used for analytics (only with user consent).

You can manage cookies via browser settings or our cookie consent tool.

Google Analytics

We use Google Analytics to track anonymised website usage. Google may process data on servers outside the UK. You can opt out via [Google's opt-out tool](#).

Updates to This Policy

We may update this policy periodically. Any changes will be posted on this page with an updated "Last Reviewed" date.

Contact Us

For data protection enquiries, contact: Data Protection Officer (DPO): Loren Richardson
Kinovo Limited, Brooklyn Lodge, Mott Street, High Beech, Waltham Abbey, London, E4 7RW
Email: info@kinovopl.com
Telephone: +44 01992 703431