



Privacy Policy

At Athena Business Support, we are committed to protecting your personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This Privacy Policy outlines how we collect, use, and protect any personal data that you provide when using our website.

1. Information We Collect

We may collect the following personal data through forms on our website:

- Your name
- Your contact information (such as email address or telephone number)
- Any other information you choose to provide in the message or enquiry sections

2. How We Use the Information

We use the personal data you provide for:

- Responding to your enquiries
- Improving our services and website
- Communicating with you regarding your requests

We will not share your personal data with third parties for marketing purposes without your explicit consent.

3. Cookies

Our website may use cookies to enhance user experience, such as remembering your preferences. Cookies do not collect personally identifiable information. You can adjust your browser settings to refuse cookies or alert you when cookies are being used.



4. Legal Basis for Processing

We process your personal data in accordance with the UK GDPR under the following legal bases:

- **Consent:** When you voluntarily provide your information through our contact forms.
- **Legitimate interests:** To improve our services and respond to your enquiries.

5. Third-Party Links

Our website may contain links to other websites. Please note that we are not responsible for the privacy practices of those websites. We recommend you review their privacy policies for more information.

6. Data Security

We are committed to ensuring that your personal data is secure. We have implemented appropriate technical and organisational measures to safeguard your information and protect it from unauthorised access or disclosure.

7. Your Data Protection Rights

Under the UK GDPR, you have certain rights regarding your personal data, including the right to access, correct, or delete your information.

- **Right of access** – You have the right to ask us for copies of your personal data.
- **Right to rectification** – You have the right to ask us to correct any inaccurate or incomplete information.
- **Right to erasure** – You have the right to ask us to delete your personal data under certain circumstances.
- **Right to object** – You have the right to object to the processing of your personal data in certain situations.

If you wish to exercise any of these rights, please contact us at emma@athenabusinesssupport.com



8. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal or reporting requirements.

9. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page, and we encourage you to review it periodically.

10. Contact Us

If you have any questions about this Privacy Policy or how your personal data is handled, please contact us at emma@athenabusinesssupport.com

Alternatively, you can write to us at:

Athena Business Support, 200 Forest Road, Tunbridge Wells, Kent TN2 5JB