



Privacy Policy

Last updated: 24th July 2025

At MJones Compliance, we are committed to protecting your personal information and respecting your privacy. This Privacy Policy explains how we collect, use, and store your data when you use our website or contact us for services.

1. Who We Are

MJones Compliance
Sole Trader – UK-based
Email: molly@mjonescpliance.co.uk
Phone: 07482513183
Website: mjonescpliance.co.uk

2. What Information We Collect

We may collect the following information when you fill out a contact form, request a service, or email us directly:

- Your name
- Company name
- Email address
- Phone number
- Any information you provide in the message box or file uploads

We do **not** collect sensitive personal data unless explicitly required for a service and with your consent.

3. How We Use Your Information

We use your data to:

- Respond to your enquiries
- Provide the services you request
- Send invoices or service confirmations
- Follow up on compliance or accreditation work
- Keep a record of your project and communication

We do **not** use your data for marketing without your consent.

4. How We Store Your Data

Your information is stored securely via:

- Our password-protected email inbox
- Cloud-based document storage (if relevant)
- CRM or contact database (if used in future)

We retain your data only as long as needed to fulfil the service or legal obligations (e.g. for record-keeping or invoicing).

5. Sharing Your Information

We do **not** share your information with third parties unless:

- You've given explicit permission
- It is required for the service (e.g. submitting accreditations on your behalf)
- We are legally required to

6. Your Rights Under GDPR

You have the right to:

- Access the data we hold about you
- Request correction or deletion
- Withdraw consent at any time
- Lodge a complaint with the ICO (Information Commissioner's Office)

To exercise these rights, please contact us at molly@mjonescompliance.co.uk

7. Cookies

We may use basic cookies for site performance or analytics. You will be notified of this when visiting our site, and you can manage cookie preferences via your browser.

8. Changes to This Policy

We may update this policy from time to time. The most recent version will always be posted here with the updated date.

Contact Us

If you have any questions about this Privacy Policy or how your data is handled, please contact:

Email: molly@mjonescpliance.co.uk

Phone: 07482513183