

# Privacy Policy

## Introduction

We value your privacy and are committed to protecting your personal data. This privacy policy will inform you about how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

## 1. Important Information and Who We Are

### Purpose of This Privacy Policy

This privacy policy aims to give you information on how we collect and process your personal data through your use of this website, including any data you may provide through this website when you sign up for our newsletter, purchase a product or service, or take part in a competition.

### Controller

We are the controller and responsible for your personal data (collectively referred to as "we", "us" or "our" in this privacy policy).

### Contact Details

If you have any questions about this privacy policy or our privacy practices, please contact us in the following ways:

Full name of legal entity: [Your Company Name] Email address: [Your Email Address]  
Postal address: [Your Postal Address]

## 2. The Data We Collect About You

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth, and gender.
- **Contact Data** includes billing address, delivery address, email address, and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and

versions, operating system and platform, and other technology on the devices you use to access this website.

- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback, and survey responses.
- **Usage Data** includes information about how you use our website, products, and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and your communication preferences.

### **3. How We Use Your Personal Data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation.

### **4. Disclosures of Your Personal Data**

We may share your personal data with the parties set out below for the purposes set out in the table above.

- **Internal Third Parties:** Other companies in our group acting as joint controllers or processors and who are based in [Country] and provide IT and system administration services and undertake leadership reporting.
- **External Third Parties:** Service providers acting as processors based in [Country] who provide IT and system administration services.
- **Professional advisers** acting as processors or joint controllers including lawyers, bankers, auditors, and insurers based in [Country] who provide consultancy, banking, legal, insurance, and accounting services.
- **Regulators and other authorities** acting as processors or joint controllers based in [Country] who require reporting of processing activities in certain circumstances.

### **5. Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered, or disclosed.

In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

## **6. Data Retention**

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

## **7. Your Legal Rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please contact us.

## **8. Changes to This Privacy Policy**

We keep our privacy policy under regular review. This version was last updated on [Date]. Historic versions can be obtained by contacting us.

## **9. Contact Us**

If you have any questions about this privacy policy or our privacy practices, please contact us at:

Email address: [info@jgelab.online](mailto:info@jgelab.online)