

## Privacy Statement

At Fresh Frontiers Consultancy Ltd., we are committed to protecting the privacy and confidentiality of our clients, employees, and external guests. This privacy statement outlines how we handle personal data both internally and externally.

### 1. Collection of Personal Data:

- We collect personal data from clients, employees, and external guests solely for the purpose of conducting business operations and providing services.
- Personal data may include names, contact information, employment history, and other relevant details necessary for the provision of services.

### 2. Use of Personal Data:

- We use personal data to fulfill contractual obligations, provide services, and communicate with clients, employees, and external guests.
- Personal data may also be used for marketing purposes, such as sending newsletters or promotional materials, with the consent of the individual.

### 3. Protection of Personal Data:

- We implement appropriate technical and organizational measures to safeguard personal data against unauthorized access, disclosure, alteration, or destruction.
- Access to personal data is restricted to authorized personnel who require such information for business purposes.

### 4. Disclosure of Personal Data:

- We do not disclose personal data to third parties unless required by law or with the explicit consent of the individual.
- In cases where personal data is shared with third parties, we ensure that adequate data protection measures are in place.

### 5. Retention of Personal Data:

- We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, unless otherwise required by law.
- Upon the expiration of the retention period, personal data is securely disposed of or anonymized to prevent identification.

### 6. Rights of Individuals:

- Individuals have the right to access, rectify, or delete their personal data held by Fresh Frontiers.
- Individuals may also request restriction of processing or object to the processing of their personal data under certain circumstances.

### 7. Contact Information:

- For inquiries regarding data privacy or to exercise rights under this privacy statement, individuals may contact Fresh Frontiers at [info@freshfrontiers.org](mailto:info@freshfrontiers.org)

Fresh Frontiers reserves the right to update or modify this privacy statement as needed to reflect changes in our data processing practices or legal requirements. Any updates will be communicated to affected individuals in a timely manner.