

At Starlight Consultancy, we take your privacy very seriously. We are committed to protecting and respecting your personal data in accordance with the General Data Protection Regulation (GDPR) and the guidance of the Information Commissioner's Office (ICO). This policy sets out the basis on which any personal data we collect from you or that you provide to us will be processed, stored, and used.

1. **Who we are:** Starlight Consultancy is a consultancy firm based in the United Kingdom, offering a range of services to clients in various sectors.
2. **Personal Data we collect:** We may collect and process the following types of personal data:
 - Contact information, including name, email address, and phone number
 - Employment history, including past roles and responsibilities
 - Educational background, including qualifications and certifications
 - Other information you may provide to us in relation to our services.
3. **How we use your Personal Data:** We use your personal data to provide our services to you, including responding to your inquiries, arranging meetings, and providing advice and consultancy services. We also use your personal data to comply with our legal obligations, and to improve our services.
4. **Legal Basis for Processing:** We will only process your personal data when we have a legal basis to do so. This may include:
 - Your consent to the processing of your personal data
 - The processing is necessary for the performance of a contract with you
 - The processing is necessary for compliance with a legal obligation
 - The processing is necessary for the legitimate interests of Starlight Consultancy or a third party.
5. **Sharing Personal Data:** We may share your personal data with third parties where necessary to provide our services to you, including our trusted partners and service providers. We may also share your personal data where required by law or in response to legal process, or to protect our rights, property, or safety.
6. **Data Security:** We take appropriate technical and organizational measures to protect your personal data against unauthorized or unlawful processing and against accidental loss, destruction, or damage. We limit access to your personal data to those who have a business need to know it.
7. **Data Retention:** We will retain your personal data for as long as necessary to provide our services to you, and for as long as required by law.
8. **Your Rights:** You have certain rights in relation to your personal data, including the right to access, correct, delete, and object to the processing of your personal data. You also have the right to withdraw your consent to the processing of your personal data at any time. To exercise these rights, please contact us using the details below.
 - **Right to Access:** You have the right to access the personal data that we hold about you. This includes the right to obtain confirmation from us as to whether or not we are processing your personal data, and if so, to access a copy of that data. We will provide this information to you free of charge, unless the request is manifestly unfounded or excessive.

- **Right to Correction:** You have the right to request that we correct any inaccurate or incomplete personal data that we hold about you. We will take reasonable steps to ensure that the data we hold is accurate and up-to-date, and we will respond to your request for correction within one month.
- **Right to Deletion:** You have the right to request that we delete your personal data in certain circumstances, such as when the data is no longer necessary for the purposes for which it was collected, or when you withdraw your consent to the processing of your data. However, there may be legal or other reasons why we need to retain some or all of your data, and we will inform you of any such reasons if you make a deletion request.
- **Right to Objection:** You have the right to object to the processing of your personal data in certain circumstances, such as when the processing is based on our legitimate interests or for direct marketing purposes. We will consider your objection and assess whether our legitimate interests override your rights and freedoms, and we will stop processing your data if we determine that our interests do not outweigh your rights.

9. **Contact Us:** If you have any questions or concerns about this privacy policy or how we process your personal data, please contact us at info@starlightconsultancy.co.uk.
10. **Changes to this Privacy Policy:** We may update this privacy policy from time to time to reflect changes in our practices, legal requirements, or business needs. We will notify you of any material changes to this policy.

If you wish to exercise any of these rights, please contact us using the details provided in our Privacy Policy. We will respond to your request as soon as possible, and in any event within one month of receiving your request. If we are unable to comply with your request, we will explain why and inform you of your right to complain to the ICO or another supervisory authority.