

# PRIVACY POLICY

## Executive Task Management Ltd

**Last updated:** 21<sup>st</sup> January 2026

Executive Task Management Ltd (“we”, “us”, “our”) is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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### 1. Who We Are

**Company name:** Executive Task Management Ltd

**Registered in:** England & Wales

**Registered address:** 4th Floor, Silverstream House, 45 Fitzroy Street, Fitzrovia, London, W1T 6EB

**ICO Registration:**

**Contact email:** enquiries@executivetaskmanagement.co.uk

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### 2. What Information We Collect

We may collect and process the following personal data:

- Name
- Email address
- Telephone number
- Company name
- Enquiry details or correspondence
- Billing and invoicing information (where applicable)
- Website usage data (IP address, browser type, pages visited, cookies)

We only collect information that is necessary for legitimate business purposes.

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### 3. How We Collect Your Information

We collect information when you:

- Complete a contact form on our website
- Email or contact us directly

- Enter into a contract or service agreement
  - Use our website (via cookies and analytics tools)
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#### 4. How We Use Your Information

We use your information to:

- Respond to enquiries and provide requested information
- Deliver services and manage client relationships
- Prepare quotes, contracts, and invoices
- Maintain internal records
- Improve website performance and user experience
- Comply with legal and regulatory obligations

We do not sell, rent, or trade your personal data.

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#### 5. Lawful Basis for Processing

We process your data under one or more of the following lawful bases:

- **Contract** – where processing is necessary to deliver services
  - **Legitimate interests** – to operate and grow our business
  - **Legal obligation** – to comply with statutory requirements
  - **Consent** – where explicitly provided (e.g., marketing communications)
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#### 6. Data Storage and Security

Your data is stored securely using appropriate technical and organisational measures to prevent unauthorised access, loss, or misuse.

Access to personal data is restricted to authorised personnel only.

We retain personal data only for as long as necessary to fulfil business or legal purposes.

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#### 7. Sharing Your Data

We may share data with trusted third parties only where necessary, such as:

- Accounting or payment providers
- IT and hosting providers
- Legal or regulatory authorities (if required by law)

All third parties are required to maintain appropriate data protection standards.

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## **8. Your Rights**

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Request data portability
- Withdraw consent at any time

To exercise your rights, please contact us using the details above.

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## **9. Complaints**

If you have concerns about how your data is handled, you may contact the Information Commissioner's Office (ICO):

[www.ico.org.uk](http://www.ico.org.uk)

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## **10. Updates to This Policy**

We may update this policy periodically. Any changes will be posted on this page.