



JustAdmin
115 High Trees Close, Oakenshaw,
Redditch, Worcestershire, B98 7XL

Mobile: 07711 867 432
Email: office@justadmin.co.uk

PRIVACY NOTICE

Effective Date: August 2025

1. Introduction

This Privacy Notice explains how JustAdmin (“we”, “our”, “us”) collects, uses, and protects your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data Controller

Business Name: JustAdmin

Address: 115 High Trees Close, Redditch, Worcestershire, B98 7XL, United Kingdom

Email: office@justadmin.co.uk

Phone: 07711 867 432

3. What Personal Data We Collect

We may collect and process the following types of personal data:

- Full name
- Email address
- Phone number
- Postal address
- Business details
- Any other information you provide via our contact forms or email

4. Purpose and Legal Basis for Processing

We process your personal data for the following purposes:

- To respond to enquiries and provide secretarial services
- To manage client relationships
- To comply with legal obligations
- For marketing communications (with consent)

Legal bases:

- Consent
- Contractual necessity
- Legal obligation
- Legitimate interests

5. Data Sharing

We do not sell your data. We may share your data with:

- Service providers (e.g., IT support, email hosting)
- Legal or regulatory authorities if required

6. International Transfers

We do not routinely transfer personal data outside the UK. If we do, we ensure appropriate safeguards are in place.

7. Data Retention

We retain personal data only as long as necessary:

- Client records: up to 6 years after service completion
- Marketing data: until consent is withdrawn

8. Your Rights

You have the right to:

- Access your data
- Rectify inaccurate data
- Erase your data
- Restrict or object to processing
- Data portability
- Withdraw consent at any time

To exercise your rights, contact: office@justadmin.co.uk

9. Data Security

We implement appropriate technical and organisational measures to protect your data, including:

- Secure servers
- Access controls
- Regular security reviews

10. Complaints

If you believe your data rights have been violated, you can lodge a complaint with the Information Commissioner's Office (ICO): <https://www.ico.org.uk>

11. Changes to This Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website.